

Cultural Collections Notice and Takedown Policy Version 1

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Policy Owner: Jo Elsworth, Associate Director (Culture and Collections)

Approved By: Library Services Senior Management Team

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Availability: Public

University of Bristol Cultural Collections Notice and Takedown Policy

The scope of this policy covers born-digital and digitised material publicly available through Special Collections and Theatre Collection websites.

We are committed to making as much digital content available online where permitted.

We have made all reasonable efforts to ensure that content made available online does not infringe copyright or violate any UK law.

However, despite safeguards, we recognise that sometimes material published online may be in breach copyright laws, contain sensitive personal information, or include content that may be regarded as obscene or defamatory.

If you are concerned that you have found material that is unlawful e.g. breaches copyright (either yours or a third party) or any other law, including but not limited to those relating to data protection, obscenity or defamation, please contact us and provide the following information:

- Your contact details.
- The nature of your complaint, and reason for notifying us.
- A description of the material, including the catalogue reference and full URL, for us to identify the relevant item(s).
- If the request relates to copyright, confirmation that you are the rights holder, or an authorised representative of the rights holder.

Contact details for Theatre Collection:

University of Bristol Theatre Collection
Library Services
Vandyck Building
Cantocks Close
Bristol
BS8 1UP

Email: theatre-collection@bristol.ac.uk
with 'Takedown' in the subject heading

Contact details for Special Collections:

Special Collections
Arts and Social Sciences Library
University of Bristol
Tyndall Avenue
Bristol
BS8 1TJ

Email: special-collections@bristol.ac.uk
with 'Takedown' in the subject heading.

Notice and Takedown Procedure

Upon receipt of notification, the following procedure is then invoked as follows:

1. We will acknowledge receipt of your complaint within 5 working days and will make an initial assessment of the validity of the complaint.
2. Access to the material will be temporarily removed from our website while the complaint is investigated. We may contact third parties to inform them that the material is subject to a complaint and under what allegation.
3. We will communicate with the parties concerned with the aim of resolving the issue swiftly (within 30 working days) and amicably and to the satisfaction of all parties, with the following possible outcomes:
 - i. The material will be returned unchanged.
 - ii. The material will be replaced with appropriate changes.
 - iii. The material will be permanently removed.

If the parties concerned are unable to agree a solution, the material will remain unavailable until a time when a resolution has been reached.