

BTO ARCHIVES TAKEDOWN POLICY

BTO Archives is committed to making digitised material from its collections available online. Every effort has been made to identify and contact rights holders, but we recognise that on occasion material published online may be in breach of copyright laws or other related legislation.

If you are a rights holder and are concerned that you have found material for which you have not given permission, or that is not covered by an exception or limitation in national law, please contact us in writing at archives@bto.org stating the following information:

- Your name, email address and telephone number
- The website address where you found the content
- A description that clearly identifies the content in question, including any unique reference numbers or unique identifiers
- The nature of your request regarding this content
- If your request relates to copyright, proof that you are the rights holder will need to be provided before BTO can undertake any action

Notice and takedown procedure

Following receipt of this information, the 'Notice and takedown' procedure will be invoked as follows:

- 1) BTO Archives will acknowledge your complaint by email or letter within 10 working days. We will validate your request and check that we have all the information we need.
- 2) After validation, we will temporarily take down the content from our website while we investigate the matter further.
- 3) During our investigation we will look into your takedown request and reach a decision about whether the content should remain on our website. There are three possible outcomes:
 - a. The material is left unchanged;
 - b. The material is replaced with changes; or
 - c. The material is permanently removed.
- 4) In all instances we will record our decision and advise you of the outcome.

This policy was adopted by BTO Archives in November 2022 and last reviewed in January 2025. It is due for review every two years or earlier if circumstances require.

Document control			
Version	Author	Date	Changes
0.1	BTO Archivist	28/10/2022	Initial draft
0.2	BTO Archivist	04/11/2022	Minor revisions
0.3	BTO Archivist	30/05/2023	Minor revisions
0.4	BTO Archivist	20/01/2025	Policy reviewed