



## *Welcome to the Cinema Theatre Association Archive*

The Cinema Theatre Association maintains an extensive collection of material, built up over many years, charting the history and development of cinemas in Britain. From the earliest picture houses to the multiplexes of today, the archive is a unique resource of both changing architectural and social history.

The collection includes photographs, drawings, architectural plans, newspaper cuttings, articles and books, programmes, industry documents and periodicals. Within the holdings are special collections relating to leading architects and cinema companies as well as personal research collections.

## *Visiting the archive or making an enquiry*

The archive is open to the public once each month, on a Saturday and exceptionally at other times by special arrangement. The archive is based in Leyton, East London, and is accessible by public transport. To find out upcoming dates and make an appointment to visit, please contact the Archivist.

If you are unable to visit the archive in person you can make an enquiry using this form. An enquiry will usually be handled within one month comprising a list of material we have found relating to your enquiry from which you can order digital scans. Alternatively, you can use our Express Service to request us to scan and send you suitable material as soon as possible. We regret that we are unable to provide a research service.

## *Charges*

To contribute to the upkeep of this unique archive it is necessary to levy fees for certain services. All moneys are used in the upkeep of the archive, preservation of the material and to improve the archive and its services.

Material is provided in the form of digital scans in 96-dpi-jpeg format (suitable for personal research purposes but not for publication) emailed to you or posted on a CD-ROM. Individual photographs or pages are counted as 1 copy, except newspaper cuttings where as many as can be fitted onto an A4 scan will be counted as 1 copy. Requests greater than 20 items will not be emailed but posted on a CD-ROM.

### **PERSONAL RESEARCH CHARGES FOR NOT-FOR-PROFIT ORGANISATIONS AND INDIVIDUALS**

<i>Visiting the archive</i>	<i>No charge</i>
<i>Making an enquiry</i>	<i>No charge</i>
<i>Copies of material for personal research, per item or A4 page</i>	<i>£1.50 (members) £3.00 (non-members)</i>
<i>CD-ROM (compulsory for more than 20 copies)</i>	<i>£5.00 including postage and packing</i>

## *Publication*

Material is copied and provided on the understanding that it is for personal research purposes only and not for publication in any way. Not-for-profit organisations and individuals wishing higher resolution scans or to publish any material provided from the CTA Archive must first obtain consent from the Archivist and a facilitation charge may be levied and paid before delivery. Copies are provided to a specification to suit your needs. Please use the publication form to make a request.

## *Copyright*

We cannot give permission for publication of material that is not under our copyright. You cannot assume that because you have obtained material from the CTA Archive, this allows you to publish it. We can advise you on copyright and how to go about obtaining permission for publication of copyright material.

## *Contact the Archivist*

Clive Polden

Cta-archive@hotmail.co.uk 01843 230599  
14 Ivychurch Gardens, Palm Bay, Margate, CT9 3YG

**Cinema Theatre Association Archive**  
**Enquiry/order form for use by Not for Profit Organisations and Individuals**

**PART 1 About You:**

<i>Your name</i>	>	
<i>The organisation you represent</i>	>	
<i>Your email address and telephone number</i>	>	
<i>Your address</i>	>	

<i>If you are a member of the Cinema Theatre Association please provide your membership number here.                  Members receive a 50% discount on all material from the archive.                  If you are interested in membership please indicate this and we will send you information.</i>	>
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**PART 2 About your enquiry/project:**

*Tell us about your research aims and objectives and how the Cinema Theatre Association Archive can help you*

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**Optional Express Service**

If you would prefer suitable items to be sent directly, please complete the boxes below to show how many scans for which you are prepared to be billed and the CTA Archive will not exceed this amount. We will scan the most relevant items for you and if your limit is reached provide a list of further items relevant to your enquiry

<i>I authorise you to send me scans relevant to my enquiry numbering a maximum of:</i>	>	<i>Please state the maximum amount to pay the CTA for providing the scans: £1.50 per scan (members), £3.00 per scan (non-members) more than 20 scans, please add £5.00 for CD-ROM</i>	>
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**PART 3 Declaration**

**I declare that**

- **I will not use the material except for research for non-commercial purposes or private study and will not supply a copy to any other person by electronic transfer or any other format.**
- **If the copies are not for my personal use, I certify that I am signing as the official representative on behalf of the third party or organisation named below, who will be bound by this declaration.**
- **I understand that if the declaration is false in a material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for the infringement of copyright as if I had taken the copy myself**

<i>Signature</i>	>	<i>Date</i>	>	<i>Organisation Represented (where applicable)</i>	>
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**Email or post your completed form to the Archivist**

We are required by law to retain copyright declarations for six years. This form will be kept in accordance with the Data Protection Act 1998  
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