## **Notice and Takedown Policy**

## **Library Services and Special Collections**

Content added to our webpages and digitised collections is added in "good faith" and after copyright checks have taken place, however, we do recognise that content can still be published and be in breach of copyright. If you are concerned that there may have been a breach of your intellectual property rights, you can email <u>library@londonmet.ac.uk</u>.Please include the following information:

- Your name and contact details
- The URL and description of the content you wish to challenge
- Evidence that you are the rights holder or their authorised representative
- The reason for your request

On notification of a possible breach of copyright, the work in question will be suppressed from public access, and then further examined in response to the enquiry. We will acknowledge receipt of your complaint by email. Once further checks have been performed to assess the validity of the case, the claimant will be contacted with a response.