

# TAKEDOWN REQUEST FORM

The Presbyterian Historical Society makes every effort to conform with copyright, privacy, confidentiality, and donor restrictions before content is disseminated. If you claim copyright and believe that the society's use of materials constitutes an infringement or a violation of privacy, you may submit a takedown request.

A takedown request may be initiated by:

1. The individual or organization who is the copyright holder.
2. The individual or organization who is the subject of the record containing personal or confidential information.
3. A legally authorized agent representing the copyright holder or record subject.

Upon receiving a request, the society will begin an investigation into the claim. A resolution will be communicated in writing. If an infringement or privacy violation is determined to have occurred, the item(s) in question will be taken down until the applicable intellectual property rights have expired.

CONTACT NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TYPE OF REQUEST:

Personal Privacy

Confidentiality

Copyright

REASON FOR REQUEST: \_\_\_\_\_

TITLE OF RECORD: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

CALL NUMBER: \_\_\_\_\_

*Provide the call number or identifier for the record.*

URL: \_\_\_\_\_

*Provide a hyperlink to the record.*

SUPPORTING EVIDENCE: \_\_\_\_\_

*You may attach any supporting documents you have.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_