



# Milton Keynes City Discovery Centre

## Notice and Take Down Policy

Milton Keynes City Discovery Centre (MKCDC) is a not-for-profit educational charity dedicated to providing access to its archive holdings in order to share the history of Milton Keynes with the local community and other stakeholders. MKCDC is committed to ensuring the material displayed on its web platforms is lawful and complies with copyright law and other intellectual property rights. We make every effort to trace rights holders and obtain permissions in order to reproduce intellectual property.

If you are a rights owner and object to any material on Milton Keynes City Discovery Centre's web platforms for which you have not given permission, please contact us in writing (by post at: Milton Keynes City Discovery Centre, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP or via email: [library@mkcdc.org.uk](mailto:library@mkcdc.org.uk)).

To help us deal with your complaint as quickly as possible you must include the following information:

- Your contact details (name, address, email, daytime telephone number).
- The full catalogue details of the material.
- The exact and full website address (URL) where you found the material.
- The reasons for your objection.
- Proof that you hold the intellectual property rights forming the basis of your objection.

Following receipt of your objection we will:

- Acknowledge receipt within one month and assess the validity of the objection.
- If we deem the complaint to be valid we will remove the material temporarily whilst a solution is agreed.
- Possible outcomes are: the material remains unchanged, the material remains with changes, the material is removed permanently.