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2. If you own the copyright in any material used and feel that the use does not conform to any exceptions found in law that might permit the re-use of the material, or that permission has not been granted, then please contact us, providing the information below, and we will remove this content from our website pending investigation of your claim.

3. You may also contact us if you feel any other relevant laws have been contravened by any material from City Archive. Information to be provided in the event of a claim:
   - Your name and contact details
   - Full details of the work in which the alleged infringement is found, including author, title and URL (if appropriate) of the work in which it is found
   - Full details of the alleged infringement
   - An assertion of the accuracy of your claim, and that it is made in good faith.

4. We will acknowledge your claim, remove the work that is the subject of the claim, and investigate, consulting appropriate personnel (including the author, if possible). When we have concluded our investigation, we will communicate our decision to you.

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