

THE BRITISH INTERIOR AND FURNITURE DESIGNER ARCHIVE

DESIGNER'S AND OTHER CONTRIBUTOR'S SUBMISSION & AGREEMENT

Version: 7 October 2026

Copyright & IP Issues:

BIFDA wants each designer to represent themselves and their work entirely as they wish. At the same time, it cannot allow participating designers, any other contributor, or BIFDA, to be faced with any copyright or other IP claim because of material submitted to and used in the BIFDA record.

BIFDA will therefore only accept material of your own creation or material genuinely in the public domain or lawful for BIFDA to use.

If you wish to submit material for which you don't own rights, you must obtain permission from the relevant right's holder and send a copy of this permission to BIFDA.

BIFDA reserve the right to 'take down' material which ignores this injunction.

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Selected designers wishing to add their individual archives to the BIFDA record should read, sign and submit to BIFDA the Designer's Submission & Agreement set down below, together with any copyright or IP permissions as necessary.

Other contributors to the record must do the same.

Designer's Submission:

To be supplied by each participating Designer:

1 x high resolution .jpeg file colour portrait (4.5 aspect ratio portrait proportion, name, DOB and designing dates)

1 x high resolution .jpeg file colour image of your work (5.3 aspect ratio landscape proportion)

A self compiled introduction about yourself and your work written in the third person (recommended maximum length 150 words)

Your Archive:

For guidance on 'how' to assemble your archive please have a look at the designer archives already in the BIFDA record.

From the BIFDA proposal: A standard style template has been determined for every designer's entry under titles: **History, Drawings, Images, Other, Press, Publications, Videos & Podcasts**. Each designer is encouraged to represent themselves entirely as they choose set down under whichever of these titles suits their purpose best.

Images should be copy / pasted into .docx / .pages files together with required text, links and other content.

Images should not submitted as independent .jpeg files.

Your .docx / .pages files should be forward to the BIFDA administrator who will then convert them into compressed .pdf files for uploading by Web Factory into the BIFDA record.

Designer's or other Contributor's Agreement:

The participating designer, or other contributor, agrees to follow the guidelines stated above.

By signing below, the participating designer or other contributor confirms that:

- the material they submit is material of their own creation or material genuinely in the public domain or material which they have obtained written permission from the rights holder to use in the BIFDA record, this to be confirmed by submission of this written permission supplied with this agreement to BIFDA;
- where submitted material contains or incorporates material belonging to a third party, they have obtained all permissions necessary for BIFDA to use that material in accordance with this Agreement and will provide evidence of those permissions to BIFDA;
- the information they provide about copyright, ownership and permissions is accurate to the best of their knowledge;
- they will tell BIFDA promptly if they subsequently discover that any material has a rights problem and accept that BIFDA will then 'take down' this material;
- the designer indemnifies BIFDA against reasonable losses, costs and legal expenses arising from any copyright or other IP infringement resulting from material submitted by the designer which they did not have the right to submit;
- while retaining ownership of their own intellectual property, the participating designer licences BIFDA, or, should BIFDA cease to operate, a successor charity with compatible charitable objects, a free, non-exclusive, perpetual, royalty-free licence to copy, store, preserve, digitise, display and make available their submitted material as part of the BIFDA record, including such reasonable technical modification, resizing, compression, reformatting or migration to future technologies as may be necessary for its preservation and continued accessibility;

- the licence also permits BIFDA to create and use reasonable excerpts, extracts, thumbnails, previews, representative images and other limited reproductions of submitted material for the purposes of cataloguing, indexing, searching, navigation, accessibility, education, research, publicity and promoting BIFDA and its public accessibility;
- the licence includes the right for BIFDA to authorise its contractors, hosting providers, technical service providers, archive specialists and other persons acting on its behalf to exercise the rights granted to BIFDA solely for the purposes of operating, preserving, maintaining, developing and making accessible the BIFDA record;
- the contributor consents, to the extent permitted by law, to such reasonable technical modifications being made to their submitted material for these purposes and agrees not to assert any moral right in relation to such modifications;
- the contributor agrees that BIFDA may use appropriate artificial intelligence and machine-learning tools, where reasonably necessary or beneficial to the preservation, management, accessibility, discovery, research or educational use of the BIFDA record. Such use shall remain subject to BIFDA's charitable purposes and to the rights and restrictions applicable to the submitted material.

If the BIFDA record and associated rights are transferred to a successor charity with compatible charitable objects, the licence granted above shall continue in full force in favour of that successor charity without the need for any further consent or agreement from the contributor.

Name of Participating Designer or other Contributor:

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Signature of Participating
Designer:

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Date:

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Address:

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Email: