ARCHIVES AND SPECIAL COLLECTIONS
POLICY ON COPYING

We ask for your participation in ensuring the survival for future generations of the records and books you use. Therefore please only ask for copies which will not contravene our regulations on physical preservation and copyright. If you are in any doubt about whether something can be copied, please ask a member of staff. The final decision as to whether an item may be copied rests with the University Archivist.

Copyright
All copies are provided on the understanding that they are for private study and research only.

Photocopying and scanning
The following guidelines will be followed for all requests for photocopying and scanning:

1. Single sheet items of paper or parchment may generally be copied provided they fit comfortably on the platen of the photocopier/scanner.

2. Large single sheet items - larger than the platen size of the photocopier/scanner - may only be copied if they are felt by staff to be robust enough and can be adequately supported to allow the process to be carried out without causing any damage.

3. Poor quality modern papers which have become brittle will not be copied.

4. Heavily folded parchment documents and items consisting of several membranes sewn together are liable to damage as the binding may be stressed and the ink may flake off. These may only be copied/scanned if staff are satisfied that they are not at risk.

5. Large maps and plans will only be copied if placing them through the photocopier/scanner will not cause damage. No torn map or plan, nor one that is excessively brittle, will be copied in this way. Photography may be a suitable alternative.

6. Bound volumes may only be copied if they can be put comfortably on the platen of the photocopier/scanner without stress to the binding. Consideration must also be given to the style of the binding (tight backed volumes should not be copied), the condition of board attachment, sewing, paper and covering materials.

7. Photographic prints will not be photocopied/scanned as the chemical composition of original photographs may be affected by exposure to light and heat. A new photographic print can be made for those requiring a copy.

8. No original material should be subjected to repeated copying.

9. In order to avoid repeat copying, some material (particularly photographs, illustrations, maps and plans) will only be supplied as high resolution digital images.

Photography
Original material may be photographed where the photographic process does not harm the original.
Use of digital cameras in the reading room
You may use digital cameras, but not personal scanners, without charge, at the discretion of the University Archivist, provided that:

1. you inform the member of staff at the enquiry desk in advance of your intention to use a camera
2. there is no disruption to the work of staff or other readers
3. there is no risk of damage to the original material
4. flash is not used

Where the intention of the use of a camera is commercial publication or broadcast, the written permission of the copyright holder and the University Archivist is required. Application should be made in writing at least two weeks in advance of your visit and a fee may be charged.

Thank you for your co-operation.

Victoria Peters
University Archivist