

## **Regulations for Reproduction, Photography & Publication from the Archives**

- Users may take notes, but are not permitted to make a copy in any manner without acquiring the permission of the Archivist. Please ask for advice on the correct procedure.
- Reproductions (scan, photocopy or digital photograph) of many items in the collections can be made but only for private research and study for non-commercial purposes; unless prior written application and agreement has been made. No more than one copy of each item will be supplied, provided no copy has previously been obtained from another institution.
- Documents and books will be copied and objects photographed only if no damage to the original will result. The Archive staff will advise on whether or not items can be reproduced.
- Users must follow any instructions on how to handle material whilst reproducing them in order to avoid damaging items. You must not bend, fold or exert excessive pressure on documents and books in order to gain a 'better picture' as this will result in damage.
- A stand for a digital camera is available and may be used. Please ask staff if you should wish to use this.
- Flash photography is not allowed.
- No publication right is vested in any researcher through the supply of a copy of a document in any medium. All publication right is reserved.
- An Application for Permission to Publish Form must be completed for all publications quoting from, or reproducing, material in the Archives. Forms can be acquired from the Archives, but will be submitted to the Treasurer for review.
- The Archives does not own copyright in all documents in its collections. In all cases, acquiring permission to reproduce or publish documents from the copyright holder rests with the researcher.
- Charges may apply. Ask the staff to see the list of charges.

***Thank you for complying with these regulations!***