

Archive Reprographic Policy

Policy aims

The aim of this policy is to balance the needs of researchers with the needs of long-term preservation. In providing copies we aim to provide information to researchers, not to provide a perfect reproduction of any given item.

Charges

Charges are made to for several reasons:

- Creating copies is time consuming and requires skill/training
- As a deterrent for excessive copying requests thus ensuring only material really needed is copied

Copying formats

Photocopy (black/white or colour)

Scans

Digital photography

All up to A3.

Self-photography

Self-photography by researchers is allowed as long as:

- Researchers sign the self-photography declaration form
- It is not distracting to other users
- That no flash or tripod be used
- That any handling guidelines are followed
- That we be supplied with a copy, if requested

What we will copy

Every effort is made to produce good quality copies. However, originals will not be subjected to repeated copying to improve the cosmetic appearance of copies if the required information is reasonably legible on the first copy.

If the original is light sensitive, fragile or otherwise in a physical state where copying will cause damage, we will not take photocopies: alternative reproduction methods will be suggested wherever possible, and their costs quoted.

Copies will be made from pre-existing surrogates wherever possible, in order to prevent damaging the originals through handling and exposure to light and heat.

- Single sheet items in good physical condition up to A3 size may be photocopied or scanned
- Loose/single photographs in good condition may be scanned but not photocopied. The binding structure of some photo albums does not allow scanning, albums will be assessed on a case-by-case basis. Faded and damaged photographs will not be scanned: we may be able to provide digital photographs
- Scans from transparencies, slides or photographic negatives as long as the emulsion on the transparency etc is stable
- Bound volumes will only be copied if they are in good enough condition to withstand the physical stress of copying and if we are able to provide adequate support to the volume throughout the copying process. The stability of inks and bindings will be taken into account in such decisions as well as the condition of the paper or parchment. Where this criteria is not met we may be able to provide digital photographs
- Printed materials can normally be photocopied as long as the structure of any binding is sound, inks are stable and paper in good condition

What we cannot copy

We do not have the facilities to produce:

- New photographic prints from negatives
- Copies of large drawings/plans which have not already been digitised
- Copies of audio-visual material
- Copies of photographs, plates, plans etc or any single item larger than A3
- Items that need to be forced flat

Copies of such materials maybe possible to produce via a contractor, at the contractors prices and at the expense of the requester. A quote will be issued. External copying is only made at the discretion of the Archivist and the digitising company.

Unsuitable items for copying:

- Items whose condition would deteriorate in the copying process
- We will not photocopy or scan (both of which require a flat document and generate excess heat and light which may be detrimental to records) the following materials: tightly bound volumes; parchment/vellum; records with seals; hand-coloured records (these may be photographed); stapled, pinned or tied records; material larger than the photocopier/scanner plate 9these may be done externally; tightly rolled/folded items which cannot sit flat.

Examples of items unsuitable for copying include:

- Brittle, fragile, damaged or heavily folded documents which would be further damaged by copying
- Bound or loose items which would have to be forced flat

Copying may be refused for the following reasons:

1. Copyright: if a copy request infringes copyright laws it will be refused
2. Preservation: if the original is light sensitive, fragile or otherwise in a physical state where copying will cause damage, we will not take photocopies

This is not an exhaustive list. All copying, regardless of format, is at the discretion of the Archivist.

Reprographic Procedures

1. Procedural aims

By setting procedures the Archive aims to ensure consistent practices are followed, in line with the Reprographic Policy. The procedures will also ensure that copyright restrictions are adhered to.

These procedures do not apply to copies for publication.

2. Copying

2.1 What we can and cannot do

Our policy is to provide copies where there is no concern for the condition of the item. In theory this means that we do not provide photocopies from any bound archival volume but provide copies from non-archival items or surrogates, at our discretion. Digitisation is an alternative if there is a condition issue. When copying we adhere to legal/intellectual property right restrictions.

The Archive holds a digital camera and can take up to 10 photographs if requested.

We very rarely provide copies on demand, unless time and circumstances allow: usual practice is to post/email them to the requester with their invoice.

2.2 Forms

Copyright declaration forms need to be completed signed and filed. These are for both published and non-published work. Reprographics are subject to the provisions of the Copyright Designs and Patents Act 1988. These forms are only for copies required for personal research.

2.3 Charges

Membership Proposal Form (MPF)

Non members £15
Members free up to 1930; £15 thereafter

*Plus VAT

Digital scans/copies

Up to and including 5 scans	Up to and including 10 scans	Over 10 scans
£10	£20	

*Plus VAT

Digital copies are provided as jpg's and sent electronically. If you require images on disk 50p is charged per disk. For publication quality images please see Image licensing and supply under Other Charges.

Photocopies (made at the discretion of the Archivist, provisional on suitability of material)

30p per page

*No VAT applied

Crosby Prints

Single print	£20.00
Full set of prints (6)	£100.00

*Plus VAT

Viewable on our Crosby Print [page](#).

All proceeds go to conservation projects within the Archive.

3. Reproduction fees for use in publications etc

These apply to the reproduction of images from the Library or Archive.

Image Licensing and Supply

Item	Unit Cost
Image A4 digital	£17.00
Image A3 digital	£20.00
Image commercial use	£120* guide price

Image commercial re-use	£30.00/£60.00* guide price
MPF scan per page	£15.00

*Apply for quote