



## **Self Service Photography of Records: Policy**

### **1. Records Copied by Readers with their Own Personal Technology Devices**

The National Archives provides a service whereby readers are permitted to make copies of records using their own equipment. There is no charge for this service.

Any personal device (e.g. laptop or palm computers, camera, mobile phone, mp3 player etc.) may be taken into and used in the reading rooms as long as the following conditions are met:

- Use of the device does not disturb other users, or the general quiet nature of the reading rooms (i.e. devices must operate in 'silent' mode)
- Use of the device does not pose a threat to the safety of the records, or other people
- Devices that are to be used as cameras in the reading rooms must be registered with Record copying before use in the reading rooms
- Cameras, Camcorders and Digi Cams must be in still photography mode

For document preservation reasons we do not allow the hand-held type of scanners

The service is subject to the following conditions:

### **Copyright**

When signing the Reader's Declaration card at reception new readers undertake to observe the reading room rules Conditions of Copyright are contained within these rules as appendices 8a and 8b.

A leaflet outlining the conditions of the use of copies made by The National Archives, by self-service copiers and by photography is available at the Record Copy counters in the reading rooms.

### **Reading Rooms**

We are unable to allow tripods in the reading rooms and **flash photography is not permitted** under any circumstance. Photography is to be carried out only within designated areas in the reading rooms and is subject to all regulations of The National Archives. The service is available during normal reading room hours only.

Photography is allowed

- in the Document Reading Room in the areas reserved for electronic equipment i.e. laptop computers

- in all areas of the Map and Large Document Reading Room (MLDRR)
- in the Microfilm Reading Room (MRR)
- in the Research Enquiries Room (RER)
- in the Library

Photography is not allowed in the Museum

### **Camera Stands**

We have provided eight camera stands in the Document Reading Room and three in the Map and Large Document Reading Room, for camera users to use if they wish. Use of the stands is subject the following conditions:

- the camera stand tables are intended for camera use only, consultation of documents should take place at normal reading tables.
- camera stands cannot be pre-booked or reserved and we make no guarantee of availability.
- users of the camera stands must comply with any additional instructions or conditions on display at the camera stands

### **Document Handling**

All document handling practices as required by The National Archives must be adhered to and all necessary reading room aids such as foam wedges and weights etc are provided for reader's use.

### **Images**

The National Archives bear no responsibility for the quality of images taken by members of the public using this service and no printing facility is offered alongside it.

## **2. Are there any documents that cannot be copied in this way?**

Yes. We do not allow readers to photograph the following records:

1. Records at risk of damage
2. Records which are available to readers only on microform or in electronic format – these may be copied on the self service printers in the microfilm reading room, for a charge, although readers may photograph the images on the screens of microfilm readers if they wish
3. Records which for security reasons are available to readers only in the Invigilation Room – these may be copied only by special arrangement with The National Archives via the Archive Production Services Production Manager at Kew
4. Non Crown Copyright and/or Non Public Records where appropriate declarations have not been signed

November 2006