



Self-service photography

Archives, rare books and special collections

This policy covers the taking of images of collection items by researchers using their own equipment. There is no charge for this service. But permission must be obtained from staff in advance.

Any personal device may be used to take to take images as long as the following conditions are met.

- Use of the device does not disturb other users or the general quiet nature of the study area. All devices must be in silent mode.
- Use of the device does not pose a threat to the safety of the items, or of other people
- Flash is turned off and cameras, camcorders or digital cameras are in still photography mode

Copyright

Items in the collections may still be in copyright. Copying of these items may only take place within the restrictions of fair dealing, for the purposes of non-commercial research or private study.

Further use

Images taken are for private use only. If images are required for further reproduction or publication, additional permissions must be obtained from the RCP before usage. For items in copyright, permission must also be sought from the copyright holder.

Care of collections

Preservation needs take priority and items must be handled with care at all times.

- Handling instruction provided by staff must be adhered to
- Fragile items or items in poor condition may not be suitable for copying
- Tripods or external lighting cannot be used for photography

Archive manager

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