



The University of  
**Nottingham**

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**UNIVERSITY OF NOTTINGHAM  
MANUSCRIPTS AND SPECIAL COLLECTIONS**

**Reprographics Policy  
2016**

We can supply copies in various formats. These will be dependent upon physical condition, ownership rights, and copyright law. This will determine what can be copied, the extent, the method, and for what purpose. Costs of copying and the time taken to fulfil orders will depend on the methods used.

### **1. Copying of items from the East Midlands and Reference Collections**

- A self-service photocopying machine is provided in the East Midlands room for making copies from open-access items.
- Payment is made using a University card. Other visitors may purchase a photocopying card.
- You must comply with the copyright regulations, advertised on the Copyright Licencing Authority's poster, adjacent to the machine.
- Digital copies can be made using your own camera free of charge providing copyright legislation is not infringed

### **2. Applying for copies of items from Manuscripts and Special Collections**

- Please complete an "Order/copyright declaration" form to obtain copies of items from the restricted access collections.
- Copies are supplied for personal research use only.
- You are not permitted to make any further copies or to publish the copies in digital or hard copy format without permission.
- Receipt of an order does not guarantee that the item can be copied. There may be physical or legal reasons why an item may not be copied or the permission of the owner may not have been obtained.
- Estimates can be provided which are valid for one month.

#### **2.1 Staff Operated Photocopying Service: service delivery and charges**

- All photocopies will bear the identifying stamp of Manuscripts and Special Collections on the front of them, but this will not obscure any text.
- We aim to supply copies within one week of receipt of payment but large orders (over 40 copies) will require special approval.
- Photocopying is only suitable for some types of item. It can be damaging to others. The following items cannot usually be photocopied:
  - Damaged or fragile items
  - Parchment or vellum documents
  - Items larger than A3
  - Documents with seals
  - Manuscript volumes
  - Tightly bound printed volumes
  - Printed volumes published before 1800
  - Modern literary first editions
  - Coloured maps, plans, drawings and tracings
  - Original photographs and postcards
  - Colour plates
  - Drawings in soft pencil, charcoal or other soft drawing medium

It may be possible for us to offer overhead or studio copying as an alternative.

## **2.2 Overhead copying**

- All book bindings are damaged by flattening on a standard photocopier. We therefore use a specialised overhead copier for all requests for copies from books in our restricted access collections.
- We aim to supply copies within one week of receipt of payment.

## **2.3 Studio copying**

- Studio copying provides high quality copies to publication standard.
- Suitable (in some cases) for items which cannot be photocopied.
- Orders will usually be completed within two weeks of receipt of payment. Processing times may be longer if an element of the work has to be outsourced (e.g. large format printing) and large orders will require special approval.

## **2.4 Microfilm**

- We can provide:
  - Hardcopy print of existing microfilm, completed within two weeks of receipt of order
  - Positive microfilm reel from existing negative reel completed within four weeks of receipt of order
- Large orders will require special approval.

## **3. Use of readers' cameras in the Reading room**

- Researchers are permitted to make digital photographs of documents and books from the restricted access collections in the Reading Room.
- A permit must be purchased upon completion of an "Application for digital photography" form which includes a standard copyright declaration.
- All photography must be approved. We reserve the right to refuse to allow digital photography where this could damage the item, or where copyright or ownership rights would be compromised.
- The permit only allows copies to be made for personal and private use. Copies must not be passed to third parties, exhibited, or published in any way (including on a website) without permission.
- Photography should take place at the reading room table with no re-arrangement of furniture
- Items should remain on the supports provided. Weights are available to hold pages open or to hold documents flat. Please do not remove fastenings or fold pages to achieve a better image
- To protect the document, and minimise the disruption to other readers, flash and tripods should not be used.
- Mobile phones and tablets are allowed on the same terms as cameras. Scanning devices which require physical contact between the object and the document are not permitted.
- A slip showing details of source should be included in each photograph.
- Some privately owned collections and modern collections are at present excluded from the scheme. We can usually offer an alternative form of copy for these documents.

#### **4. Publishing items from the collections**

- Where images are required for publication, whether in hardcopy or on the web, an "Application for permission to publish" form must be submitted.
- Acknowledgement for the use of images should be made to 'Manuscripts and Special Collections, The University of Nottingham' and the full reference of the document(s) should be given e.g. Manuscripts and Special Collections, The University of Nottingham, Pw V 31.

#### **5. Payment for all photocopying and photographic charges**

- A table of our current prices is available.
- Payment is usually required in advance of processing orders.
- This can be made by cash or cheque payable to 'The University of Nottingham'.
- Payments over £3 can be made by telephone using credit/debit card.
- Payment from overseas can also be made by sterling cheque or bank transfer.
- VAT is imposed on all orders within the European Union with the exception of registered students and University of Nottingham staff making payment by electronic internal transfer. VAT is not payable by researchers residing outside the EU.

**Date of policy: Nov 2009 (revised Jan 2016)**

Approved by Libraries, Research and Learning Resources Senior Management Team,  
20 Jan 2016