



The National Archives

## 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 (for example, laptop or palm computers, cameras, mobile phones and mp3 players) 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
- cameras, camcorders and digi cams must be in still photography mode.

For document preservation reasons we do not allow any type of scanners.

The service is subject to the following conditions:

### Copyright

Whether applying for a Reader's Ticket and signing the Reader's Declaration form, or using a camera in the reading rooms and Research and Enquiries Room, readers undertake to observe Conditions of Copyright, which are contained within the reading room rules as appendices 8a and 8b.

### Reading rooms

We do not allow tripods in the reading rooms and *flash photography is not permitted* under any circumstance. Photography is subject to all regulations of The National Archives. The service is available during normal reading room hours only.

You may use a camera in the following areas to capture still images of documents only:

- Document Reading Room
- Map and Large Document Reading Room
- Research and Enquiries Room

Photography is not allowed in the museum.

### **Camera stands**

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

- 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. All necessary reading room aids, such as foam wedges and weights, are provided for readers' use.

### **Images**

The National Archives accepts 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:

- records at risk of damage
- records which are available to readers only on microform or in electronic format – these may be copied on the self service printers in the Research and Enquiries Room, for a charge, although readers may photograph the images on the screens if they wish
- 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 Document Production Manager
- Non-Crown Copyright and/or Non-Public Records where appropriate declarations have not been signed.

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