Preservation policy: making copies

We ask for your participation in ensuring the survival of the records you use for future generations. Therefore please only ask for copies which will not contravene our regulations on physical preservation and copyright. If you are in any doubt about whether something can be copied, please ask a member of staff. The final decision as to whether an item may be copied rests with the University Archivist.

Photocopying and plan copying service

1. Copies will be made from existing microfilms, copy photographs and photocopies where such surrogate copies exist. In this way, copies can be made without risk to originals.

2. Where requests are made for copies of original documents, these guidelines will be followed:
   a) Single sheet items of paper or parchment may generally be copied provided they fit comfortably on the platen of the photocopier.
   b) Large single sheet items - larger than the platen size of the copier - may only be copied if they are felt by staff to be robust enough and can be adequately supported to allow the process to be carried out without causing any damage.
   c) Poor quality modern papers which have become brittle will not be copied.
   d) Heavily folded parchment documents and items consisting of several membranes sewn together are liable to damage as the binding may be stressed and the ink may flake off. These may only be copied if staff are satisfied that they are not at risk.
   e) Large maps and plans will only be copied if placing them through the copying machine will not cause damage. No torn map or plan, nor one that is excessively brittle, will be copied in this way. Photography may be a suitable alternative to traditional plan copying.
   f) Bound volumes may only be copied if they can be put comfortably on the platen without stress to the binding. Consideration must also be given to the style of the binding (tight backed volumes should not be copied), the condition of board attachment, sewing, paper and covering materials.
   g) Photographic prints will not be photocopied as the chemical composition of original photographs may be affected by exposure to light and heat. A new photographic print can be made for those requiring a copy.

3. No original material should be subjected to repeated copying.

Photographic services

4. Original material will be copied where the photographic process does not harm the original. In some circumstances the use of scanners is not appropriate for archival materials. The circumstances are similar to those outlined above for photocopying.
Use of digital cameras in the searchroom

5. Readers may use digital cameras, but not personal scanners, without charge, at the discretion of the Duty Archivist, provided that:

- they inform the Searchroom Assistant in advance of their intention to use a camera
- there is no disruption to the work of staff or other readers
- there is no risk of damage to the original material
- flash is not used

Donations towards the preservation of the items being photographed will be appreciated. A donations box is provided in the searchroom for this purpose. Cheques and credit card donations are also accepted.

6. Where the intention of the use of a camera is commercial publication or broadcast, the written permission of the copyright holder or the Director of Archive Services is required. Application should be made in writing at least two weeks in advance of such a searchroom visit and a fee may be charged.

Thank you for your co-operation

Lesley M. Richmond
Director of Archive Services

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