



Special Collections & Archive Services Copying Services Guide

Our services

Photocopying:

All photocopying is carried out by Special Collections and Archive Services staff. Photocopying services are generally available for loose manuscripts and archives. Small amounts of photocopying from bound volumes may be permitted. Photographic prints and negatives cannot be photocopied.

Photographic prints:

Prints of photographs and photographic negatives can generally be provided. This service is provided through the University's Photographic Unit.

Digital copies:

Digital copying services are appropriate for most items within our collections.

Self-service photography using a digital camera is permitted with the exception of a small number of collections. The use of flash photography, lighting accessories, and personal scanners is not permitted.

We recommend confirming that self-service photography is permitted for the collections you wish to consult in advance of any visit, as this provides time to seek any required permissions.

The terms of our services

Copyright and permission to publish:

Copies are provided for personal research and design use only. They are supplied within the terms of the Copyright (Librarians and Archivists) (Copying of Copyright Material) Regulations 1989. Permission to use copies for purposes such as publications, websites or broadcasts should be sought by completing the relevant application (available from staff and on our website). An additional fee may be charged for such reproduction. Material subject to copyright law may not be published without the additional permission of the copyright owner who may or may not be the University. Although guidance on tracing copyright holders may be available from staff, the responsibility for clearing permissions rests with the person or organisation using the image.

Preservation:

Copies are only supplied where the copying process will not cause harm to the item. The final decision on whether an item can be copied and the method of copying will be made by the Senior Librarian (Special Collections) or Senior Archivist (Archive Services).

Using our services

Placing orders:

The relevant copy order forms are available from staff and on our website. Please ensure you complete full reference details for the items you wished copied and outline the service you require.

Orders placed in the reading room should be returned to staff at least 1 hour before closing. This ensures that there is sufficient time to check both the order and items to be copied.

Orders can also be placed remotely. Please print, complete and sign the relevant form and return by post. We are unable to accept faxed or emailed forms. A handling fee will be charged for all orders placed remotely.

Using our services

Delivery of orders:

Orders can be collected from the reading room or sent via University of Glasgow internal mail at no charge. Orders uncollected within two months will be posted out. You will be invoiced to cover these costs (a minimum charge applies).

Postage and packaging charges will be applied where copies are delivered by post. Digital images can be provided on cd-rom / dvd, or transferred through the University's File Transfer Service. We recommend that electronic files are transferred immediately to appropriate storage as we cannot guarantee to be able to re-send files. Where images can be re-sent an administration fee will be payable for this service.

Payment:

There are different payment procedures in place across the services:

Special Collections

An invoice will be issued for payment once your order is completed. Please do not send payment in advance. Invoices can be paid by cash, cheque (in Pounds Sterling), credit card (Visa & Mastercard) or bank transfer. Information on how to pay is provided on the invoice.

University of Glasgow staff ordering copies for work-related purposes can provide a University account code for internal charging.

Archive Services

For orders placed in the searchroom, you may pay when you place your order. Cash and cheques (in Pounds Sterling) are accepted.

For orders received by post, an estimate of the cost will be prepared for your approval before any copying is undertaken. On the approval of the estimate, an invoice will be issued for payment. Invoices can be paid by cash, cheque (in Pounds Sterling), credit card (Visa & Mastercard) or bank transfer. Information on how to pay is provided on the invoice.

University of Glasgow staff ordering copies for work-related purposes can provide a University account code for internal charging.

Timescales:

We aim to complete orders as quickly as possible. However, services are subject to the availability of staff and external services. We look to meet the following timeframes:

Photocopying:	Within 5 working days
Digital scanning:	Within 20 working days
Digital photography:	Within 30 working days

Where copies are required urgently, an express service may be available. These services are not guaranteed and are subject to staff availability, the condition of the original records, and the payment of the following surcharges:

Within 5 working days:	£50
Within 10 working days:	£25

Prices:

Please see our Copying services price guide for up-to-date prices. This is available from staff and on our website.

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