Self-Service Photography at the Borthwick Institute

Researchers wishing to take pictures using their own cameras are required to read and abide by the following guidelines. This facility is designed to enable researchers to acquire reference copies of the records they are using; the lighting in the searchroom does not produce publication quality images, which may be obtained through the Borthwick’s reprographic service. This facility is not designed for bulk photography sessions, nor is it designed to allow photography of large items (such as whole maps). There are special arrangements available to accommodate researchers’ needs in these areas: [go to http://www.york.ac.uk/media/library/documents/borthwick/4.UsingCameras.pdf].

Cameras
For the safety of the documents:

- Most devices which take **still** images and which do not come into physical contact with the document (including mobile phones and I-Pads) may be used. Hand-held scanners are prohibited as they will come into direct contact with documents.
- Camera stands are not permitted because of the risk of damage to documents. Camera stands will **not** be made available for photography, and customers will **not** be permitted to use their own tripods or stands.
- Flash must be turned off, and camera lights of any kind are prohibited.
- Researchers requiring publication-quality images can order copies directly from the Borthwick’s Reprographic Service [go to http://www.york.ac.uk/library/borthwick/copying/]

In consideration to other researchers:

- All devices must be operated in silent mode.
- Moving images must not be taken at any time.
- No photographs are to be taken of the staff, reading room, or of other researchers.

Searchroom procedures

- Before taking photographs researchers must register with staff and purchase a Self-Service Photography Permit.
- Researchers purchasing a permit will be issued with a colour-coded Day or Week photography permit indicator stand, which must be prominently displayed at all times and be returned at the end of your session.
- Researchers must at all times abide by the Document Handling Guidelines, copies of which are prominently displayed on every table on which photography is permitted; brief guidelines are printed on the back of the Permit.
- Researchers are requested to keep accurate citations for all items photographed, as these will be needed when ordering publication-quality images or requesting permission to publish and/or cite.
**Charges**
A daily camera permit costs £10, and a weekly permit costs £30, each for an unlimited number of photographs.

**Prohibited copying**
Researchers should be aware that there will be occasions on which documents or archives will not be made available for self-service photography:

- **Document condition**: Any documents considered too fragile or requiring specialist handling may not be photographed using your own camera. We ask for your understanding in such instances; our concern is for the unique archival documents in our care. Please refer to our Preservation Policy for further information [go to http://www.york.ac.uk/media/library/documents/borthwick/1.2.2PreservationPolicyApr2007.pdf](http://www.york.ac.uk/media/library/documents/borthwick/1.2.2PreservationPolicyApr2007.pdf)

- **Copyright and other copying restrictions**: please note that most documents in the Borthwick are subject to copyright law, under which copyright in unpublished documents lasts until 31 December 2039. Photographs should only be taken for private study or any other non-commercial research purpose. To comply with the law, researchers purchasing the photography permit are required to sign a copyright declaration for each document to be copied, and are liable for the accuracy of that declaration and any subsequent infringement of copyright. Please note also that some owners of archives do not allow their records to be copied, and such archives will not be issued for photography. If you are in doubt, please ask us before your visit.

- **Data Protection**: records under 100 years old might be subject to the Data Protection Act (1998). Where this is the case, copying by researchers using their own cameras is not permitted, in order to protect the rights of data subjects. Borthwick staff may copy such records on behalf of researchers; please ask for further information.

- **University of York Special Collections**: Some items within the Special Collections are still within copyright [70 years after the death of the author] and it is your responsibility to ensure that copyright is not infringed. Certain categories of material cannot be copied, such as tightly bound books and badly damaged or fragile items.

*Staff reserve the right to intervene at any time to offer guidance or to impose appropriate handling. Failure to comply with instruction or with any of these regulations may result in the indefinite withdrawal of the Photography Permit.*

Borthwick Institute, 6 June 2012