

4.10 Copying Policy

Gladstone's Library is committed to offering a copying service that meets as many of the needs of its users as possible while also maintaining the highest standards of conservation and preservation and ensuring that copyright and other ethical considerations are properly taken into account.

Gladstone's Library wants its collections to be used for research purposes and welcomes all requests, but copying is restricted and governed by two areas – the physical process and the legal constraints. Gladstone's Library is committed to the highest standards of collection management, including preservation and conservation. This document details the policy of Gladstone's Library as regards both areas and the copying of collection items.

Digital reproduction is covered by the Digital Preservation Policy.

Physically Copying Collection Items

Each printed and archive item is different. While it is easy to make some blanket restrictions (see below), we ask that all users make themselves aware of the handling requirements of each and every collection item before attempting to copy.

When using the photocopiers, users should familiarise themselves with the information posters that make clear what can and cannot be copied. Only one copy per research project may be made, within the limits of UK copyright law.

Users who wish to apply for self-service photography permits should consult with staff so that they can be provided with handling guidance and advice. Individuals should be provided with book cushions, rests, and snake weights, for items that are to be photographed. Users can take images on personal cameras, smart phones, or tablets. DSLR and personal scanners are not permitted in the Reading Rooms due to noise and disruption.

For users who cannot self-serve there is the Library's reprographic services. These provide JPEG images of no more than 125dpi. This resolution is sufficient for purposes of personal research.

Permission to copy and publish

It is the responsibility of the individual to comply with copyright. Given the variety of items in the Library's collections – including unpublished material – it is wise to assume that a work is in copyright.

Permission is given for self-service photography and copying on the explicit understanding that users will not copy more than is permitted.

Images supplied by reprographics – of up to 125dpi – are supplied on the explicit understanding that they will only be used for copyright exempt activities, as detailed on all reprographic request and photography permit forms.

Gladstone's Library offers rights management advice in a strictly non-legal capacity. The Library's rights management procedures were developed in consultation with Naomi Korn Associates and we recommend her site as a source of useful information. Gladstone's Library does not hold the rights to all collection items and as such may redirect your enquiry to another rights holder. We reserve the right to request explicit written permission from the rights holder before we supply images.

Document Control

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Revision Policy

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