



# Personal Copying of Historic England Material

## Terms and Conditions

Historic England allows you to make copies of some of its records using your own camera. A fee is payable if you wish to copy archive material. Please see our current price list.

### 1. Eligible Material

**Subject to the conditions set out below** you may photograph material from the open access collections or retrieved from the archive, including buildings files, photographic albums, drawings, plans, photographic prints, transparencies and published material from the Historic England Library. There may be restrictions on copying some material, either for preservation or copyright reasons.

### 2. Photographic Equipment

You may use any type of still camera (digital or film) as long as any integral flash unit can be switched off.

However please note the restrictions on the use of the following equipment:

- **No** camcorders and digital camcorders
- **No** flash or any form of artificial lighting
- **No** tripods or any additional supporting aids
- **No** type of digital scanner (e.g. hand held, flatbed)
- **No** equipment may be connected to our mains electrical sockets

### 3. Conditions of Use

- There may be restrictions on copying some material, either for preservation or copyright reasons. Therefore before taking any photographs you should obtain clearance to copy **each item** from Public Search Room staff. Please ask a Librarian before copying material from the Historic England Library.
- All rights are retained. No rights are transferred to you and no new rights are created in your new photographs.
- The photographs you have made may only be used for private research, whether or not the material is in copyright. **Your photographs may not be reproduced or published in any way.**
- All archive handling practices as required by Historic England must be observed (see below).
- Photography may be carried out only within designated areas in the Public Search Room, Archive Viewing Room and Library.
- The service is available during normal opening hours only and the agreement is valid for a single day only.

- Historic England has no responsibility for the quality of images taken by members of the public using this service and no printing facility is offered alongside it.

### 4. Archive Handling Guidelines

- Please wear the gloves provided.
- Please check the condition of material before beginning photography and report any damage or defects to staff immediately.
- Archive material should only be placed directly on a table top or on a stand provided for the purpose of support (e.g. bookstand).
- Archive material must have full support at all times (e.g. it should not be allowed to hang over the edge of a table).
- Extreme care must be taken when turning pages or searching through boxes. Wetting fingers to assist in this process is not permitted.
- No archive material should be subjected to undue pressure or flattening for the purpose of producing a better image.
- Only the weights provided may be used to hold down or flatten curling material.
- Archive material may not be marked in any way.
- Re-arranging the order of documents, photographs or slides or removing tags or bindings is not permitted.
- Temporary bookmarks of plain paper may be used but must be removed when photography is completed.

### 5. Agreement

I have read these conditions and accept them and my responsibility for any infringement.

Name (please print): \_\_\_\_\_

Valid on (date): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/e-mail: \_\_\_\_\_

Authorised by: \_\_\_\_\_