



The Huguenot Library

Policy on copying, digital image-taking and copyright

This policy is intended to set out the Library's procedure for dealing with requests to reproduce material held within the Library and Archive.

1. Requests for photocopies are to be directed to the Librarian, who is responsible for ensuring that there is no infringement of copyright. Readers are required to sign an agreement stating that the copies will only be used for private study.
2. The Library can arrange for photographs of items to be taken by UCL Media Resources. A quote will be given by Media Resources for the work, to which will be added the cost of the CD, and, if necessary, costs for the Librarian's time. A photographer should come to Special Collections to take the photograph, to prevent any item leaving the premises. When an image is required for publication, it should be sent directly to the publisher. If an image has been requested for research purposes, it should be given a watermark.
3. Requests for commercial reproduction must be made in writing to the Hon. Secretary. There is a sheet of agreed reproduction charges (for licence to use a photograph owned by the Society), which are additional to the cost of photography. Part or all of this fee may be waived in exchange for copies of the intended publication. The copyright declaration should be 'The Huguenot Society of Great Britain and Ireland', or 'The Huguenot Society of Great Britain and Ireland, on behalf of the French Hospital'.
4. A negative, transparency or digital copy of all photographs taken for commercial reproduction should be kept by the Society for future use, together with records of where each image has been reproduced, and appropriate documentation. The Huguenot Society will not acknowledge the copyright of any photograph that has been altered and published without previous agreement between the photographer and the Society.

Digital photograph copies

1. Any request to make large quantities of digital copies of material in the collection should be made to the Librarian before an intended visit, if practical. 'Large quantities' can be interpreted as 10% of the material, a chapter, or 25 images. The Librarian should endeavour to establish exact details of the intentions of the reader, with regard to the material, the amount of copying, and the use of the copies.
2. The Librarian should establish who owns the copyright of the material in question. If copyright does not belong either to the Huguenot Society of Great Britain and Ireland or the French Hospital, then the request should be referred to the copyright owner. In this instance, only if the reader can produce permission from the owner, or assurances that all reasonable attempts to contact the owner have been made, will the Librarian allow copying to take place.



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3. When copyright is in the possession of the Huguenot Society or the French Hospital, or copyright has expired, the request should be referred to the Hon. Secretary, who will contact the French Hospital if required. If the reader agrees not to reproduce the images by signing the photograph request form, the request will be granted. The Society will not acknowledge the copyright of any photograph that has been altered and published without previous agreement between the photographer and the Society.
4. Digital photographs only acquire their own copyright (which would belong to the photographer) if they are significantly altered. Photographs taken and not altered do not have their own copyright, so the Society is free to take its own images of the same material and publish them.
5. A record should be kept of all material that has been copied, firstly so that digital copies can be sought in case of need or disaster, but also so that the Library can identify the source of any misdemeanour, should it occur.

Current charges

Charges for photocopying are currently 25p per A4 sheet, and 40p per A3 sheet. The fee for the use of a digital camera for copying has been set at 50p per image, or a flat rate of £5 for a day's photography.

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