



# The Huguenot Library

## Policy on copying, digital image-taking and copyright at The National Archives

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

### Commercial reproduction

1. The Library can arrange for photographs of items to be taken by TNA reprographics. A quote will be given by TNA for the work, to which will be added if necessary, the costs for the Librarian's time. TNA will invoice and send the image directly to the reader. 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.
2. 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'.
3. 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. Please note there is no access to photocopiers from the dedicated reading room at The National Archives where the Huguenot Library is housed.
2. 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 30 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.
3. 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.
4. 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.
5. 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.



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6. 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.
7. Readers who visit the Library and photograph material in the collection are allowed to take up to 50 images per day; as long as the copying is in line with Copyright regulations and the item digitized is in good conditions.
8. Up to 30 digital images can be requested from the Librarian via e-mail or letter from:
  - Printed material
  - Wagner Pedigrees
  - Family Research Files
  - Items in the archive (not bigger than A3)

Please note that some items may not be photographed because of their fragility or because the request would not be in line with Copyright regulations. Readers need to provide an exact reference of the items they wish to have digitized.

#### Current charges

Readers who visit the Library can use their digital camera for copying material free of charge.

Readers who request images from the Librarian, will be charged 50p per image, to which will be added the cost of a CD and administrative charges.

Please go to <http://www.huguenotsociety.org.uk/library-and-archive.html> for a full list of prices.

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