

COPYING INFORMATION FOR READERS

Churchill Archives Centre

Churchill Archives Centre has a double duty:

- To make archives available for research
- To preserve this original material for future users

Copying original material puts it at risk of damage through the combined action of light, heat and increased handling. Thus, the Archives Centre has to strike a balance between making copies available to the reader and protecting items at greater risk.

Self Service photography, microfilm print-outs and copies from Churchill Archive Online

Documents can be photographed for research purposes by the researcher using his/her conventional or digital non-flash camera, subject to the following:

- Self Service photography is allowed within the Archives Centre's reading rooms at the discretion of the duty Archives Centre staff. The researcher should reserve his/her place in advance.
- A daily charge of £1 per day, per camera, is levied for the use of all cameras, including digital, in the Centre's reading rooms.
- **No flash photography is permitted. No tripods/stands or specialist equipment other than the camera are to be used.**
- The researcher must follow the handling guidance made available by the duty Archives Centre staff. Documents must remain on the table, on the relevant supports, at all times.
- The researcher must complete and sign a copyright declaration, itemising all documents that he/she has copied. The completed copyright forms must be handed in to the duty Archives Centre staff.
- The researcher must include the printed copyright statement provided in all his/her photographic images.
- Where documents have been microfilmed, the researcher must make his/her copies from the microfilm printer and pay the relevant fee for this. Researchers can now also use their digital camera to take their own photographs of images on the microfilm readers having paid the daily charge of £1 per camera.
- When researchers require copies from Churchill Archive Online they can print them out from the computer terminals in the reading room, download them from the website onto their own laptop/tablet, or use their digital camera to take photographs of the computer screen (see price list).
- **The researcher must always check with the duty Archives Centre staff before taking photographs, as there are certain collections where restrictions apply.**

Supply of research copies by Churchill Archives Centre

Where a reader is not able to make their own research copies, the Archives Centre can produce them subject to the following:

Where a surrogate copy already exists, this will be used to make further copies.

It will be normal practice to supply research copies by digital photography (rather than by photocopying or conventional photography).

The copies will normally be supplied as low resolution electronic images to a designated customer email address, but print outs can be supplied on request. Print outs will be on yellow paper if they are supplied to the reader in the reading room.

If photocopies are supplied they will always be made at original size. So, for example, any document just over A4 size will be copied onto A3. The Archives Centre reserves the right to refuse very large or complex orders.

Supply of high resolution/publication quality copies by Churchill Archives Centre

High resolution copies of documents will be produced by in-house scanning, external scanning or using a professional photographer. The choice of method depends on the document format and vulnerability (see physical restrictions below).

Where a surrogate copy already exists, this will be used to make further copies. In certain circumstances, the surrogate will be a photographic negative which will be scanned by the Archives Centre at high resolution.

Copying should be ordered in advance and supply may take up to three weeks.

Costs for this service are higher and there may also be a handling charge levied for external copying.

All archive material is likely to require copyright clearance prior to publication. Please ask staff for assistance.

Physical restrictions

There can be physical restrictions on what can be copied and the method by which it is copied. Below is a brief summary.

Research copies ('access copies')

Because material is being copied by a hand-held digital camera from above, most items can be safely supported and copied. However, the quality of the resulting images may not be high. Large single sheet items, tightly rolled items and tightly bound items in particular may be difficult to capture well, and may be captured in multiple parts.

Bound volumes and photographic materials will not be photocopied.

High resolution/publication quality copies ('preservation copies')

Most loose, single sheet material and some robust small bindings will be scanned in house on a flat bed scanner as full colour tiff files at 400-600ppi. Negative and transparency material will be scanned at up to 3000ppi

Existing surrogate negatives will be scanned in-house at 2400dpi.

The following items cannot be scanned in-house so will be done externally or by a professional photographer

- Large single sheet items over A3 size
- Small volumes in good condition where more than 10 copies are required.
- Small volumes in good condition which do not open easily to 180°
- Large, heavy, fragile or damaged volumes
- Fold-outs from volumes
- Some sewn/stapled or otherwise 'bound' materials

Copies of audio-visual material

For preservation reasons, the Archives Centre will not issue original audio-visual material to readers. If there is not already an access copy available, then a copy will need to be made before the material can be viewed/listened to in the reading room.

Access copies for use in the reading room can be made in-house (at no cost to the reader) by the college's audio/visual technician (from gramophone record, audio cassette, VHS, CD and DVD). Any other formats (such as film) can usually be copied, at a cost to the reader, by an external supplier. There may be a wait of up to three weeks for work done in-house and longer for external work.

If a reader requires their own copy to take away, the copy will be supplied on CD/DVD or by via a file sharing website (see price list).

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