

City of Westminster Archives Centre

Photocopying Policy

September 2011



City of Westminster

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Photocopying Policy

A POLICY AND MISSION STATEMENT

- A.1** This policy defines and clarifies the criteria used to determine whether items within held in the City of Westminster Archives Centre may be photocopied. The policy will contribute to the preservation of the Centre's collections to ensure the enjoyment of Westminster's heritage for all, both now and in the future (see **A.2**).
- A.2** Westminster City Archives aims to provide a centre of excellence, where archives and local studies materials are acquired, preserved and made accessible, in order to raise the profile of Westminster's unique heritage within a global context.

B PRINCIPLES

- B.1** Photocopying can cause damage to items through exposure to heat and ultra violet radiation. Additional wear may be inflicted through poor handling and the use of flat-bed machines, which force books open to 180 degrees.
- B.2** Photocopying is one of several reprographics options available to visitors at City of Westminster Archives Centre. In most cases where photocopying is not permitted for preservation reasons, researchers will have the option to obtain a digital scan of the item, or to purchase a self-service photography permit.
- B.3** All reprographics services at City of Westminster Archives are provided on condition that the copying undertaken complies with current copyright legislation.
- B.4** Guidelines for photocopying materials are made available for users in the Archives Search Room. Additional advice may be provided by Search Room staff or the Conservator, as appropriate.
- B.5** The photocopying policy defines items that are too vulnerable to be photocopied due to the nature of their:

- Size

- Binding
- Paper quality
- Inks or colouring
- Rarity

B.6 Additional photocopying conditions apply in the case of certain deposited collections

C PHOTOCOPYING GUIDELINES FOR LOCAL STUDIES MATERIALS

C.1 Books

The following printed books are not available for photocopying:

- Books published before 1910
- Books measuring in excess of 30 x 21 cm (A4 paper size) or thicker than 5cm
- Paperback books with glued bindings
- Fragile items with weaknesses such as torn or brittle pages or severely damaged bindings
- Books with pasted-in illustrations
- Books with tight bindings
- Fold-out illustrations or maps

C.2 Pamphlets

The following pamphlets are not available for photocopying:

- Pamphlets published before 1910
- Pamphlets with staples or sewing along the side of the binding
- Fragile items with weaknesses such as torn or brittle pages
- Pamphlets with pasted-in illustrations
- Fold-out illustrations or maps

C.3 Image collections

City of Westminster Archives Centre's image collections comprise photographs, prints, postcards, and original artworks such as drawings and paintings. The collection is heavily consulted and would be vulnerable to damage through frequent copying.

Prints, photographs, postcards and artworks therefore **may not be photocopied**. Copies may be acquired by self-service photography (upon payment of permit fee) or, in most cases, through the Westminster City Archives digital imaging service.

C.4 Maps

Maps may be photocopied if they meet all the following criteria:

- The map is printed, not manuscript
- The map is not bound
- The map is not folded
- The map measures no more than 40 x 50 cm.
- The map is not marked with a red sticker

In addition, Ordnance Survey maps and *reproduction* Goad maps may be photocopied where this copying complies with current copyright legislation and a microform copy is not available

C.5 Playbills

Playbills are not available for photocopying. Copies may be acquired by self-service photography (upon payment of permit fee) or, in some cases, through the Westminster City Archives digital imaging service.

C.6 Programmes

The following programmes are not available for photocopying:

- Programmes published before 1910
- Programmes with staples or sewing along the side of the binding
- Fragile items with weaknesses such as torn or brittle pages
- Programmes with pasted-in illustrations
- Fold-out illustrations

C.7 Newspaper cuttings

Newspaper cuttings may be photocopied from the boxed collection in the Archives Search Room.

The following newspaper cuttings may not be photocopied:

- Newspaper cuttings in other collections that pre-date 1910 or are fragile
- Bound newspaper cuttings

D PHOTOCOPYING GUIDELINES FOR ARCHIVAL MATERIALS

- D.1** No photocopying of any archival material, unless when a designated duplicate or surrogate copy is available.
- D2** Private Collections held by the City of Westminster may be subject to exemptions and advice should be sought before copying any material.