

## **Photography and Reproduction Policy April 2014**

### **Copy/ Photographing policy for General Visitors**

Museum visitors are permitted to take non-commercial photographs (i.e. snap shots) within the Museum and the Gallery. Some exceptions to this policy may be in place on occasion for reasons of security, conservation or in the interest of the overall visitor experience. Restriction may also apply where items are on loan and restrictions are a requirement of the loan agreement. Where additional restrictions are required, these will be indicated.

If you wish to take photographs of items on display or documents or photographs you may be researching, please speak to a member of staff first. You will be issued a card which displays the Museum logo on it. This must appear in every shot. The flash must be turned off as it is harmful to items on display and documents.

Photography during any children's workshops or activities is strictly prohibited, unless prior permission has been attained from every parent or guardian with children attending the session.

### **Copy/ Photographing policy for Research**

Surrey Heath Museum offers a range of copying services for the purpose of research or private study. Please take any material that you wish to be copied to a member of Museum staff

These copying services include:

- Photocopying in black and white and colour in either A4 or A3 sizes for a small charge which is indicated below.
- Scanning and emailing images or scanning and adding images to a visitors data CD. Or sending scanned images in the post for a charge which is indicated below. (CD to be provided by customer)
- Photographing material, which visitors may undertake using their own camera. In most cases we do not allow the use of flash or other artificial lights because high levels of light can be damaging to books and objects.
- The Surrey Heath Museum logo must be included on all the above forms of copying. Museum staff will provide a copy of the logo for use when photographing items.

Copying is subject to UK copyright legislation

### ***Preservation policy and restrictions***

The following categories of material may not be photocopied:

- Fragile or damaged material with loose or brittle spines and pages
- Anything too heavy or large to move without putting strain on the binding
- Restrictions stipulated by donor or owner

## Charges

	<b>Total price</b>
<b>Photocopies (A3 &amp; A4), or digital images</b>	
A4 photocopies (black & white only ), microfilm printouts (black and white only) - per page	£0.10
A3 photocopies (black & white only) - per page	£0.20
A4 photocopies (colour) – per page	£0.20
A3 photocopies (colour) – per page	£0.40
<b>Digital copies of images sent via email or saved onto customers CD or memory storage device. Maximum of 10 images</b>	
1-10 scans	£10
<b>Photographic Prints</b>	
4"x 5" print (colour) – per page	£2
4"x 5" print (black and white only) – per page	£1
8" x 6" (colour) – per page	£3
8" x 6" (black and white only) – per page	£2
10" x 12" (colour) – per page	£5
10" x 12" (black and white) – per page	£2.50
A2 (black and white)	£1
A1 (black and white)	£2
A2 (colour)	£2
A1 (colour)	£4

### **Acknowledgement**

Please acknowledge the Museum as the source of the research material/images as follows; ***'With thanks to Surrey Heath Museum, Knoll Road, Camberley, Surrey GU15 3HD.'*** / ***'Reproduced by kind permission of Surrey Heath Museum, Knoll Road, Camberley, Surrey GU15 3HD.'***

### **Publications**

Please complete a *Publication Request Form* providing information on print runs, type of publication, retail price and publishers details.

For research/private study reproduction charges will not be applicable. However, for commercial publications the following charges will apply:

Items/ object being displayed:

On front cover of publication - £100

On inside front cover or back cover - £50

Within publication – £25

**In all cases acknowledgment to Surrey Heath Museum must be made as above.**

### ***Copyright regulations***

Unless the item you are copying is out of copyright, or you have the written permission of the copyright holder, it is advisable to stay within the following limits:

- Copies of complete collections may not be made.
- Small extracts of copyright material may be copied (up to 20 pages, or a maximum of 10 images taken by the customer or digitally sent to the customer).
- Only a single copy of a given page may be made and this should not be further copied.
- No more than one article per periodical issue may be copied.
- Illustrations can only be copied where they form part of an extract or periodical article. They may not be copied on their own.
- The copy can only be used either for:  
Research or private study, neither of which may be for a commercial purpose OR Criticism, review and news reporting.
- Unless it is impractical, the source of all copies must be acknowledged.

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