

Staffordshire & Stoke on Trent Archive Service

Photographic and Scanning Services

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A PRIVATE PHOTOGRAPHY

It is necessary to purchase a photographic permit to use your own camera in the Archive Service reading rooms. Daily or annual permits are available; they are valid in all three offices of the Archive Service (Staffordshire Record Office, Lichfield Record Office and Stoke on Trent City Archives) and the William Salt Library, Stafford. Annual permits should be produced for inspection before use on each new visit.

The provision of copies of documents in the care and custody of the Archive Service is subject to current copyright law and our preservation policy. Purchase of a permit does not confer exemptions to either. Anyone with a permit **must** therefore consult with reading room staff before using their camera to ensure:

- that there are no copyright restrictions
- that they complete a Copyright Declaration form
- that no folding, creasing or other damage will be caused to the document during the photographic process

Please note that the use of flash photography, photographic lighting and tripods is not permitted in our reading rooms. This is to avoid disruption to the work of other readers and to allow free movement within the reading rooms. If you wish to use such equipment, separate arrangements must be made with reading room staff. An additional fee will be payable for direct supervision in an area away from the reading room.

If you wish to use a mobile phone as a camera, it will still be necessary to obtain a permit. Such devices must be on silent mode.

B ARCHIVE SERVICE PHOTOGRAPHY SERVICE

1. Where it is not possible for readers to achieve the desired results with a small camera, the Archive Service has a photography service which is carried out by our Digital Reprographics Officer.
2. If you would like to use this service, please speak to a member of staff who will advise you appropriately and provide you with a list of our costs.
3. An estimate of the cost will be provided to you prior to any work being carried out. It is important that any deadlines for receipt of the images are discussed at this stage to ensure that the order can be completed in time.
4. Please note that whilst we endeavour to achieve the best possible result for the customer, the physical nature of the documents means that expectations cannot always be met.

If you would like a copy of this leaflet in large print or Braille or as an audio tape, please contact us.

**Staffordshire
Record Office
Eastgate Street
Stafford
ST16 2LZ**

Tel: 01785 278379
Fax: 01785 278384

Website:
www.staffordshire.gov.uk/archives

Email:
staffordshire.record.office@staffordshire.gov.uk

C SCANNING SERVICES

1. The Archive Service also offers the facility of scanning documents carried out by our Digital Reprographics Officer subject to conditions outlined below. We can provide either a digital image or a high quality print (colour or black & white).
2. The scanning service is only available for documents suitable to be placed on a flat bed scanner and therefore does not include:
 - Case-bound volumes
 - Multi-membrane parchment documents
 - Maps and other documents over 24 inches by 36 inches in size
 - Documents which have undergone extensive conservation work
 - Fragile documents

If you would like copies of any of the above documents please see section A & B on Private and Archive Service Photography or D on Commercial Photography and Microfilming.

3. We are also able to provide copies from microfilm or fiche either as a digital image or a high quality print. This service is only available in black and white.
4. Both of these services must be requested in advance as scanned copies cannot be provided on the spot.
5. If you would like to use this service, please speak to a member of staff who will advise you appropriately and provide you with a list of our costs.

D COMMERCIAL PHOTOGRAPHY AND MICROFILMING

1. The Archive Service can also make arrangements for a commercial photographer to photograph the documents in a studio. The Archive Service will charge a handling fee for this service in addition to the photography costs and postage and packing. The current handling fee is £25 for up to 5 items and £1 for each additional item. There will also be a charge for staff time and travel expenses if Archive Service staff have to transport the documents or provide additional supervision. Please note that the Archive Service requires 50% of the payment in advance of proceeding with the order. Readers will be asked to complete a Copyright Declaration form and the Archive Service will retain any negatives.
2. The Archive Service can also obtain estimates for microfilming documents and will place orders with a local microfilming company. A handling fee will be charged for this service in addition to the microfilming costs and postage and packing. The current handling fee is £50 with reservation to charge more for complex order plus staff-time and travel expenses if

Archive staff have to transport the documents. Please note that the Archive Service requires 50% of the payment in advance of proceeding with the order. Readers will be asked to complete a Copyright Declaration.

3. Please note that institutions or companies which are registered for VAT must submit an official order for photography or microfilming work. An invoice will be issued by the Archive Service on completion of the work
4. If you would like to use either of these services, please speak to a member of staff who will advise you appropriately.

E REPRODUCTION OF ARCHIVES

All requests for the reproduction of archives, whether for publication in hard copy or on a web site, for exhibition/display or for media use, must be put in writing to the County Archivist. We will then seek any necessary permissions from the owners of documents. Please note that this may take some time and should be allowed for in the timescale for completing an order. A facility fee is payable for this service. The current facility fees for the reproduction of documents are as follows:

Commercial publication or exhibition	£30 for a single item £10 for each additional item
Community publication or exhibition	£10 for a single item £5 for each additional item
Multiple commercial publication e.g. cards and calendars	£50 per item for a print run up to 1000 £10 per item for each additional 1000
TV broadcasts - worldwide rights	£150 for first item plus £50 for each subsequent item plus staff time and travel expenses if staff are involved
Broadcasting through world wide web	£150 for first item plus £50 for each subsequent item plus staff time and travel expenses if staff are involved
Commercial DVD	£60 for first item plus £5-00 for each additional item and travel expenses if staff are involved

The Archive Service also reserves the right to ask for a copy of any publication which makes extensive use of documents held by the Service.

(Revised Apr 2011)