REPROGRAPHIC REGULATIONS

A full version of the Archive's Reprographic Policy is available on request

All currently available reprographic methods expose archive material to risk of permanent damage. Some methods, such as photocopying, expose the item to physical stress because of the manner in which the item must be positioned in order to take a copy. The majority of methods expose the items to excessive UV levels and in many cases to bursts of heat thus damaging the physical and chemical structure of the media.

The decision to copy an item must take into account these risks, the physical format and condition of each item, the method of copying proposed and the frequency with which copies of specific items are requested.

In addition there may be copyright or restrictions imposed by the depositor which will affect the decision whether or not a copy will be made.

Photocopies and print outs of scanned images are generally available for collection the next working week. However, other types of reproduction or large orders may take longer.

GENERAL REGULATIONS

- No copies will be made or allowed to be made unless a declaration form has been completed and signed by the reader, we will accept faxed or E-mail signatures as long as the copy is in the persons own handwriting and not printed.
- No copies will be made where they would contravene current copyright legislation or the terms of deposit.
- Fees are charged for all copying.
- Copyright in any copies produced by the Jersey Archive, in most cases, belongs to Jersey Heritage.
- The use of personal or hand held copiers or scanners is strictly forbidden.
- No cameras of any sort may be used without the permission of the Head of Archives.
- Only Jersey Archive staff may use the photocopier.
- The decision of the Head of Archives concerning the making of any copies is final.

COPYRIGHT

- Jersey is governed by the Intellectual Property (Unregistered Rights) (Jersey) Law, 2011.
- Copyright law lays down the subsistence, ownership and duration of copyright and protects intellectual property.
- It should never be assumed that the copyright residing in a document in the care of the Jersey Archive is vested in Jersey Heritage or in the depositor.
- However, as a rule, single copies of documents are permitted for research or private study.
- Any breach of copyright in later use of the copies falls on the person for whom they were made.

P.T.O.

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