

JERSEY ARCHIVE

REPROGRAPHIC POLICY

BASIC PRINCIPLES

The first duty of the Jersey Archive is the care and permanent preservation of the archives in its custody. Therefore, acknowledging that many users of archive material will often request copies the Jersey Archive will endeavour to accommodate these requests **providing that** to do so will not damage the item or threaten its long-term preservation.

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 which damage 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.

GENERAL REGULATIONS

- No copies will be made or allowed to be made unless a copyright declaration form has been completed and signed by the reader.
- 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 permission
- Only Jersey Archive staff may use the photocopier.
- The decision of the Head of Archives and Collections 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.

PHOTOCOPYING

This process of copying can cause the most stress to an original item and some items may not be photocopied, but another form of copying may be appropriate:

- Fragile or damaged items
- Items where the ink or decoration is rising
- Photographs (except Occupation registration cards)
- Extra large items
- Tightly bound volumes
- Items which are stab sewn, stapled or glued
- Items with attached seals
- Items of which a microform copy exists – microform printout can be produced

PHOTOGRAPHY

- Self photography is not allowed without permission and staff supervision.

MICROFORM PRINTOUTS

- Readers may produce printout copies themselves using the machine available.
- The requirements of copyright legislation will be brought to their attention.
- Readers must fill in and sign a form for all printouts.

IMAGE PRINTS

- All copies of digital images will be produced by Jersey Archive staff on behalf of readers.

FILM

- We can supply Betacam SP or VHS copies of film to order
- All footage is furnished for use in one production only and may not be sub-licensed in isolation.

SOUND

- We can supply copies of sound material on cassette tape.

ACKNOWLEDGEMENTS AND REFERENCES IN PUBLICATIONS

- Written consent from the Archives and Collections Director should always be obtained before publication in any form.
- The use of copies of documents or references made to documents held by the Jersey Archive in publications, theses and dissertations should be acknowledged as follows:

**Jersey Archive [name of collection] [item reference]
Courtesy of Jersey Heritage**

- On film productions full credit should be given to the **Jersey Film Archive** and, if known, the author of the film must also receive full credit on all productions.
- Permission to publish may be subject to the payment of a fee and other conditions.
- A copy of any publication using copies of documents or images supplied by the Jersey Archive should be sent to the Archive for inclusion in its library

08 January 2009

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