

## 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 copyright 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 permission
- 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.

**DECLARATION: COPY OF WHOLE OR PART OF MATERIAL NOT PREVIOUSLY MADE AVAILABLE TO THE PUBLIC**

To the Archivist of Jersey Archive. Please supply me with a copy of the whole/part (specified below) of the document/film/sound recording/other material (specified below) which has not previously been made available to the public the particulars of which are listed below. These copies are required by me for the purposes of research or private study.

REFERENCE NUMBER	BRIEF DESCRIPTION OF ITEM	PAGE NUMBER

I declare that:

- a) I will not use the copy except for research or private study and will not supply a copy of it to any other person;
- b) I have not previously been supplied with a copy of the same material by you or any other librarian or archivist; and
- c) To the best of my knowledge –
  - (i) copies of the material were not issued to the public, and the material was not made available to the public by way of an electronic retrieval system, before the document was deposited in your archive and
  - (ii) the owner of the copyright work recorded or comprised in the material has not prohibited the copying of the work.

I understand that if this declaration is false in any material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of the copyright as if I had made the copy myself.

Name:..... E-mail Address:.....

Address:.....

**Personal signature:**..... **Date:**.....

(This must be the personal signature of the person making the request. A stamped or typewritten signature, or the signature of an agent is not acceptable. Forms without a personal signature will not be processed)

How you would like your copies delivered?

**Collect**

**Post**

**E-mail**

**For Staff Use Only:**

**Cost of copies:** £..... **Reader's own photos taken**

**Postage:** £.....

**Total Cost:** £..... **Date of Payment:**.....

**Please note photocopying not collected within 6 months will be destroyed.**

The data collected from you on this form will be processed in compliance with the Data Protection (Jersey) Law. The information will only be used for internal administration purposes and will not be disclosed to any other 'third party' unless required by statute or by obtaining your express approval.