

Wandsworth Heritage Service

Copying and Handling Policy

1 Principles

- 1.1 Wandsworth Heritage Service recognises the need for good communication with users about the copying service, the rules that govern it and what happens in the event of a problem, and aims to:
 - Make available written rules and guidelines in the search room
 - Rectify any mistakes made by staff immediately
 - Provide a Comment form for users to communicate with staff
- 1.2 Wandsworth Heritage Service recognises that certain copying processes can cause damage to an item. This may restrict the availability of material to future users.
- 1.3 Guidelines detailing the type of copying process suitable for a particular format of document are available to users and can be further explained by staff if necessary.
- 1.4 Wandsworth Heritage Service believes in embedding good security and handling practices in the management of access to all its records. Both users and staff are encouraged to adhere to this principle. To ensure that good practices are adhered to:
 - All staff are given individual document handling training
 - Aids to assist with the support of large or fragile documents are available, as are gloves and other protective equipment

2 Guidelines

- 2.1 Wandsworth Heritage Service offers a copying service for original archive documents and books. We aim to offer a service that meets the requirements of our users whilst at the same time ensuring that the copying process does not damage the items in our care. Wandsworth Heritage Service will supply copies for most items provided they are in good condition.
- 2.2 Copying processes carried out by Heritage Service staff are photocopying, digital scanning, and prints from microfilm. Prints from microfilm and self-service photography can be undertaken by users.

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- 2.3 For advice on the appropriate method, order forms or price lists users should speak to a member of staff. Items requested for copying should be checked by staff at desk.

3 Handling

- 3.1 All items produced for users in the Heritage search room are a precious resource and many of them are irreplaceable. The shared responsibility of staff and users is to make sure they are not damaged whilst being consulted.
- 3.2 Careless handling is by far the most common cause of damage to archival material; it can lead to tears, creases, staining and ultimately loss of image or text. Staff should encourage users to keep to the following guidelines:
- Bringing fragile or damaged documents to the attention of staff.
 - Placing documents flat on the table rather than leaning them over the desk edge.
 - Using weights when consulting rolled or creased documents.
 - Supporting all volumes on book cushions to minimise strain on the binding.
 - Opening a stiff or fragile volume slowly and carefully.
 - Opening folded or rolled parchment documents slowly and carefully.

4 Photocopying services

- 4.1 Photocopying is carried out by Heritage Service staff and material is normally restricted to printed items and 'Fit' single sheet documents. Printed documents with manuscript annotations or small areas of applied colour can be photocopied. The maximum size of an original available for photocopying is A3.
- 4.2 The following items are not available for photocopying;
- Any weak or fragile item, especially those damaged by water, mould or insects;
 - Bound volumes where there is a possibility the spine might break;
 - Parchment documents;
 - Documents with seals;
 - Hand coloured documents, maps or prints;
 - Items larger than A3;

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- Photographs from any collection (scanning is possible where the photograph is out of copyright or where the copyright belongs to Wandsworth Borough Council);
- Tightly rolled or folded items;
- Any item where a microfilm is available.

5 Digital scanning service

- 5.1 Wandsworth Heritage Service can provide scans on CD-ROM and/or a print on basic paper or photographic quality paper.
- 5.2 The following recommendations guide the provision of scanned images;
- tightly-bound, fragile, very heavy, large or rare bindings are assessed individually and may be found to be unsuitable for scanning
 - if an item is heavily folded or tightly rolled and it cannot be held down under pressure, this especially refers to parchment documents, creases and shadowing may appear in the copy
 - we reserve the right to refuse the copying of stapled, pinned or tied documents
- 5.3 Photocopying and scanning will not normally be provided for items for which a microfilm already exists. Prints from microfilms will be supplied unless the copy is required for publication or display purposes.

6 Self-service photography

- 6.1 If users wish to take their own photographs of documents in the reading room they must first speak to a member of staff.
- 6.2 In order to ensure that copies are taken with minimal risk of damage to documents;
- No flash units or tripods may be used
 - Staff can stop a session if the flash is activated during photography
 - A copyright declaration must be signed before photographing material
 - Items must be positioned with due care and attention for their safety
 - Wandsworth Heritage Service will not accept responsibility for the quality of copies made by self-service photography
 - Photographs are taken at user's own risk

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7 Copyright and other permissions

- 7.1 Apart from the physical risk considerations, the following issues may also affect access to copying:
- Copyright: Users are responsible for ensuring that their copy complies with current legislation. Wandsworth Heritage Service can often indicate who the copyright holder is but cannot carry out research in cases where this is not clear.
 - Depositor's permission: Many items are not owned by Wandsworth Heritage Service. While we can usually make copies for private use without reference to the depositor, for publication users will need to get permission. Wandsworth Heritage Service will provide a contact address wherever possible.
 - Use for publication: If copies are going to be used for publication this may attract a reproduction fee on top of the cost of copying depending on the intended use.
- 7.2 All Wandsworth Heritage Service order forms require a signature that confirms an individual's undertaking to abide by copying conditions and the copyright declaration.

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