

OXFORDSHIRE HISTORY CENTRE POLICY DOCUMENT PD032

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- a) Some items are unsuitable for photocopying due to the material they are made from, their format or condition; we may offer digital prints or electronic files as an alternative.
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- e) No copies may be made from any archival volume. Copying of non-archival volumes is at the discretion of an archivist, librarian or conservator.
- f) No copies may be made of any document with watercolours or other pigments, dyes or inks which are liable to fade or flake or of any document with gilding anywhere other than the edge.
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- a) Electronic files can be supplied from most archival documents or published printed material
- b) Electronic files (high resolution JPEG) can be supplied of Tithe Maps. These are charged per image, and some parish tithe maps include multiple images.
- c) Electronic files can be supplied from most microfilm and fiche based sources.
- d) Electronic files can be supplied from Ordnance Survey digital mapping, and from online sources such as Ancestry Library and Find My Past, but any such extracts are only provided for private genealogical or historical research.
- e) Electronic files can be supplied from our Picture Oxon image collections, at resolutions of 700, 2250 or 4000 pixels. Remote or online orders are handled by House of Images – <http://pictureoxon.com/2-5-order-copies.php>; Oxfordshire County Council rates are applicable only to personal visitors to Oxfordshire History Centre – www.oxfordshire.gov.uk/oxfordshirehistorycharges#digital
- f) Electronic files of sound recordings from our Oral History collection can be supplied (compressed MP3 format); these are charged per group of 1 – 5 files.
- e) Most CD-ROM based material is supplied to Oxfordshire History Centre under contract, which may exclude the extraction of data or saving to electronic files.
- f) Oxfordshire Family History Society – extraction of data from OFHS databases, or saving to digital files, is forbidden for contractual reasons.
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B. Copyright

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- *Exceptions to copyright: Libraries, archives and museums* (2014) – http://bit.ly/ipo_libs – (PDF 286 Kb)
- *Exceptions to copyright: Research* (2014) – <http://bit.ly/1M3Vp8A> (PDF, 288 Kb)

1. General guidelines

- a) Most of the material held in Oxfordshire History Centre is covered by copyright legislation, and in most cases that copyright is not held by us – it may not even be held by the person who deposited the material.
- b) We cannot, therefore, give permission to take copies for anything other than private research (which can only be a small proportion of any work or document) and particularly not for publication.
- c) If you wish to publish, it is your responsibility to obtain permission from the copyright owner, which will often mean investigating who the copyright owner is.
- d) We can only supply multiple copies or substantial extracts of material which is out of copyright, or which is Oxfordshire County Council copyright.

2. Copyright duration

- a) Under the terms of the Copyright, Designs and Patents Act (1988) and subsequent Regulations, copyright in most materials subsists within the European Union for the author's lifetime plus 70 years; but unpublished works, Crown copyright works and photographs may be subject to different conditions. Staff cannot give legal advice but may be able to clarify the duration of copyright in a particular case.

3. Copying material for commercial purposes

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- b) Under the *Re-use of PSI Regulations* you can see archives and local studies material held at Oxfordshire History Centre free of charge. You can copy much of this material for personal use, but the law for re-use is more restrictive and, since the copyright of a significant proportion of our collections belongs to a third party, such material falls outside the scope of the *Re-use of PSI Regulations*. Any copying that is done must conform to our Copying Guidelines in Section A above, and normal charges (www.oxfordshire.gov.uk/oxfordshirehistorycharges) will apply.