

Digital photography, use of memory sticks, and emailing of copies at Oxfordshire History Centre

Can I take digital photographs, use a memory stick, or email copies to myself?

- You can take digital photographs of material held in OHC or download information from public terminals, provided that the copies are made for your own private study or non-commercial research, and within the limits of copyright law. You may also wish to email copies to your self from public computers at OHC.
- You must obtain staff permission before using a camera or memory stick and before emailing copies of resources made or downloaded in OHC - this involves the purchase of a **Permit for Digital Copying** (covering the use of a camera or memory stick, or the use of web mail in OHC).
- Permits can be bought **per day** or **per week**, starting on any day. The full daily charge is payable regardless of the time the permit is issued. The same fee applies irrespective of actual use e.g. number of images taken or files downloaded.
- For computer-based resources, the alternative to buying a permit is to print paper copies at the current unit price.
- Current charges are listed at: www.oxfordshire.gov.uk/oxfordshirehistorycharges.

What restrictions must I observe?

- You are not required to complete a form—however you must abide by the **rules relating to self-service copying (including copyright restrictions) and protection of archives and other fragile or unique holdings**
- In particular you are not permitted to make any further copies subsequently or to publish the copies either in digital or hard copy format.
- If you want to re-use an image, whether in digital or printed form, e.g. in a publication, exhibition or website, you must first obtain the permission of the copyright owner.
- Where Oxfordshire County Council owns copyright in an item, OHC may make a charge for the reproduction of digital images. To obtain written permission, please complete the form - **Application for permission to reproduce images**.
- You must also obtain permission from OHC to re-use any material copied from our collections, even if it is out of copyright.

What equipment can I use?

- You can use a smart phone, tablet, digital camera, and USB memory stick/flash drive
- You may use a USB memory stick or flash drive only at designated public terminals
- To protect items from damage, they must either lie flat upon a table, or you must use book cushions to support large volumes. Use approved weights (*available from the Enquiry Desk*) to hold pages open. Do not place undue pressure on the spines or binding of volumes.
- Do not use a flash or tripod, as these can cause a nuisance or hazard to other users.
- Do not stand on chairs or tables to take photographs.

What am I allowed to copy?

OHC collections are covered by a wide variety of copyright rules. The copying of some materials may have been prohibited through conditions imposed by their providers. Staff cannot give legal advice on copyright but may be able to clarify the duration of copyright in a particular case.

The decision of staff as to what may be copied is final.

There are limits on how much you can copy from works which are still in copyright:

- **Books and pamphlets** - one chapter or up to 5%.
- **Journals or newspapers** - one article from an issue; but you may copy up to 5% of an issue of a Newsquest Oxfordshire newspaper. No original newspaper volumes will be produced for self-service photography where a microfilm copy is available.
- **Maps** - an extract not exceeding A4 size can be copied from an Ordnance Survey map; all users of copyright maps must use the photography template available at the Enquiry Desk. All Experian Goad shopping centre plans are purchased by Oxfordshire History Centre under licence and **may not be copied** in electronic form. To save damage through handling, no original early printed maps will be produced where a consultation copy is available.
- **Photographs** - copying may be permissible, provided strictly that it is for private study or research with a non-commercial purpose, that the photographs are not available commercially, and that every copy made is duly identified and acknowledged. For contractual reasons, you may not copy any images from the J.S. Curl collection; these images are clearly identified on their containing folders. Copying from any other photo browser files is permissible, including aerial photos. With the exception of 1947 RAF aerial photo mosaics, **no original photos or engravings will be produced for the purposes of self-service photography.**
- **Microfilms and microfiches** - it is permissible to photograph the image on a microform reader screen. The limits applicable to a microform depends on what it is a copy of - whether a newspaper, a map, a book, etc.
- **Sound recordings** – for on-site visitors only, most oral history recordings are available for download as mp3 files via the www.pictureoxon.org.uk website (select the 'audio' option when searching).
- **Archives** and for further information on the copyright status of our various archive holdings and sound media, please ask a member of History Centre staff.

Copyright restrictions prevent staff from helping you take photographs.

How long does copyright last?

- **Literary (textual) and artistic works:** 70 years after the author's death; 70 years after publication for corporate or anonymous works.
- **Photographs:** the duration of copyright in photographs is very complex, dependent on authorship, date of creation, and whether or not published.
- **Crown copyright works:** 50 years from the end of the year in which a work was published (this affects OS maps and archive documents).