

Archive Service Royal Holloway, University of London

Digital Camera Policy

Any request for reproduction which is likely to jeopardise the long-term preservation of a document will be refused.

Digital photography by researchers using their own cameras in the reading room will be permitted, at no charge, only:

- if the document is not too fragile
- on images we cannot provide photocopies or digital scans of through our document copying service
- for non-commercial use
- without flash

Camcorders and mobile phone cameras are not allowed in the reading room

All users who think they may wish to take digital images with their own cameras must mention this at the time of booking their appointment; if it is not mentioned at the time of booking, we reserve the right to refuse permission to take photos.

RHUL bears no responsibility for the quality of the image

The safe handling guide must be read and signed, as well as a copyright and citation or publication declaration, detailing what the researcher intends to do with the image, before the camera is used.

**Archive Service
Royal Holloway, University of London**

Safe handling guide for users of digital cameras

Be aware that the safety of the document takes precedence over the image – our archival holdings are unique and cannot be replaced if damaged

We can supply rests and weights to support the document while it is being photographed, and advice on how to use them

Please do not force the spine of books open so the pages stay flat

Please do not set your camera to flash automatically. High levels of light are damaging to documents, and you will be asked to leave the reading room if the flash goes off while you are taking a photograph of one of our documents

We reserve the right to ask you to return at another time if your work is disturbing other users of the reading room

I have read and understood the conditions of using my digital camera

..... (name) (date)