

REPROGRAPHICS POLICY

1 Purpose

Reproduction is an integral part of the activities of Museums & Special Collections. This policy outlines the principles and general approach to the reproduction of material for both publication and research purposes.

Reproduction of material from Museums & Special Collections aims to:

- improve access to collections for a worldwide audience and raise awareness of content
- provide material for research, internal and external publication, lectures, exhibitions and events
- assist with collection care by providing surrogate copies for access to material of exceptional rarity, fragility or in heavy demand by researchers
- support the creation and delivery of learning resources for the wider community

2 Scope

The scope of this policy covers the reproduction of material for both publication and research purposes.

Reproduction for publication is only undertaken by Museums & Special Collections staff. Publication includes:

- publication in any form of hard copy (including book or merchandise)
- use in television, film or video
- publication in any electronic form of an image, whether modified or not
- duplication of an image in any networked or public site, or in any "virtual library"
- public display in any form of electronic or hard copy

Reproduction for research purposes includes:

- self-copying by researchers
- staff-provided copies for researchers who, for distance or other reason, cannot visit the Wolfson Reading Room, and to readers in person who do not have access to appropriate copying equipment

3 Priorities

Selection of material for reproduction is based on the following criteria:

- in support of Museums & Special Collections' digitisation programme
- due to the uniqueness and/or rarity of the material and a decision therefore to create a surrogate copy
- following a request for reproduction by users for research or personal use, or for publication.

4 Reprographics procedure

4.1 Application form

Requests for the copying of material by staff or the publication of images must use a request form. When asking for the request form, researchers will be made aware that waiting times and restrictions may apply. The form should not be used for self-copying or for the use of images for personal or research purposes.

4.2 Self-copying

Self-copying is encouraged. Researchers making self-copies may not use camera flash, hand-held scanners or other copying equipment which comes into contact with, or otherwise may damage, items. The use of tripods, lighting, or any other photographic equipment, is not permitted in the Wolfson Reading Room. Book rests and weights should be used to position materials safely and manipulation of the materials is not be allowed.

4.3 Provision of images supplied by staff

The reprographics form should be used to request staff to supply images for personal or research use, or for publication. High quality images for publication will, preferably, be supplied as uncompressed Tiff files by email, or via the secure University file transfer utility ZendTo. For more information see the website - www.abdn.ac.uk/special-collections/using-the-collections/reprographics-49.php

5 Publication and fees applicable

There is no charge for the production or use of images for personal or research purposes, whether via self-copying or staff provision.

Requests for reproduction for publication purposes should use the reprographics form. Where digital images already exist of the item(s), a fee may be applicable. The fee will be reduced for low print run scholarly and/or charitable publications.

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6 Care and handling of collections

Staff involved in providing the reprographics service are given training in the handling of documents. Where digitisation is outsourced, Museums & Special Collections will work closely with the chosen contractor to ensure safe and appropriate handling of material including, where necessary, movement and transportation.

Researchers making self-copies will be advised by staff on care and handling techniques.

7 Restrictions on reproduction

The suitability of records for reproduction will be assessed on an individual basis by Museums & Special Collections' staff. The Head of Museums & Special Collections reserves the right to refuse to copy any document if in doing so it may be damaged. Where records are deemed unsuitable for reproduction they will be considered for conservation treatment to enable them to be digitised.

Materials may be deemed unsuitable if they are

- fragile or otherwise vulnerable, or
- oversize format, such as maps and plans.

Administrative criteria may also apply as follows:

- materials and collections not owned by the University may not be reproduced in some cases without advance permissions from the owner

- access to collections containing personal data relating to living individuals is governed by data protection guidelines, so copying may not be possible
- the copying of materials will be used in conformity with current copyright legislation and in accordance with Museums & Special Collections guidelines
- in the case of research copies a *reasonable* volume of copying will be provided. The copying of complete printed works, extensive amounts of archive material (particularly if copies exist elsewhere) or where researchers are able to visit the Wolfson Reading Room in person, will be taken into account before any reproduction permission is granted

8 Access to digitised collections

Access to digital copies from the collection is made available through the Special Collections website and the University's digital asset management system. Newly reproduced material, including material digitised on request, is routinely added and can be accessed by all and made available to users subject to copyright conditions.

9 Management of the captured images

- In general, material will only be reproduced once. Re-digitisation occurs only when the existing master files do not meet modern standards or when standard files are insufficient for outsize prints
- Digitisation is carried out to the highest international best practices and standards. There will be no manipulation to the digital masters and digital versions supplied will represent the original item as closely as possible
- Master digital files are saved as uncompressed Tiff files archived in a managed file storage system. Copies of master files are created in Tiff format solely for publication and display purposes
- Jpeg copies of the Tiff files are also made for general purposes such as research copies, presentations and personal use

10 Responsibility and Review

This policy has been approved by Museums & Special Collections senior staff team in November 2020 and will be reviewed on an annual basis.