

REPROGRAPHICS POLICY

1 Purpose

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

Reproduction of material from the collection aims to:

- improve access to collections to a worldwide audience and raise awareness of content
- provide material for both research, internal and external publication, lectures, exhibitions and events
- assist with collection care by providing surrogate copies for access of 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 publication and also for research purposes. Reproduction for publication is only undertaken by the Digitisation Officer. Publication includes:

- publication in any form of hard copy (including book and 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 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 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 both for research copies and for publication purposes

4 Reprographics procedure

4.1 Application form

All requests, for reproduction of material for publication and also for research purposes (both self-copying and staff provided), must be accompanied by a request form. In completing the form requestors agree to abide by the regulations.

Upon request of the request form, researchers will be made aware that waiting times and restrictions may apply.

4.2 Self-copying

Readers making self-copies may not use the camera flash, nor may they use hand-held scanners or other copying equipment which comes into contact with, or otherwise may damage, paper or text. The self-copying service is provided as an option for making research copies only and use of tripods, lighting, or any other photographic equipment, is not permitted. 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

Reproductions for publication will, preferably, be supplied as uncompressed Tiff files. Research copies will, preferably, be supplied as PDFs, but also may be supplied as hard copies if requested. Images will be supplied 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 Fees applicable

Requests for reproduction for publication purposes is made through an application process and where digital images already exist of the item(s), a fee may be applicable. The fee may be negotiable depending on the print run and if the image is to be published in a low print run scholarly and/or charitable publication

Reproduction for research purposes, either via self-copying or staff provision, does not attract a fee.

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, Special Collections will work closely with the chosen contractor to ensure safe and appropriate handling of material including where necessary movement and transportation.

Readers 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 Special Collections' staff. The Head of 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 considered for conservation treatment to enable them to be digitised.

Materials may be deemed unsuitable if they are;

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

Administrative criteria may also apply to archive and manuscript collections particularly;

- materials and collections not owned by Special Collections may not be reproduced in some cases without advance permissions

- archive and manuscript materials may be subject to deposit or loan conditions and Data Protection Act legislation may additionally apply to collections containing personal data relating to living individuals
- the copying of materials will be used in conformity with current copyright legislation and in accordance with 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 materials (particularly if copies exist elsewhere) or where researchers are able to visit the 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 Digitool. Newly reproduced material, including material digitised on request, are routinely added to Digitool 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 LSC&M Senior Management Team in January 2017 and will be reviewed on an annual basis.