



Archive and Library copying charges

Onsite copying in the Caird Library

We recommend that visitors use the Caird Library's Kiosk Scanner or their own cameras to make copies when visiting the Reading Room. The photocopier may only be used to make copies of modern books and periodicals.

Copying exceptions apply to many items in our collections, so please do consult our full copying policy document and speak with our staff before making any copies.

Material	Kiosk Scanner	Self Service Photography	Photocopier
Master's Certificates	✓	✓	✗
Crew Agreements	✓	✓	✗
Manuscript collections owned by NMM	✓	✓	✗
Manuscript collections on loan to NMM	✗	✗	✗
Books and periodicals published in 1850 and before	✓	✓	✗
Books and periodicals published in 1851 and after	✓	✓	✓
Ephemera, sheet music, scrapbooks published at any time	✗	✗	✗
Prints, drawings, maps and charts	✗	✓	✗

Self Service photography is **free of charge**. Camera stands are provided in the Caird Library on a first come, first served basis. Flash photography is strictly prohibited, as is taking photographs of images displayed on the Ship Plan Viewer.

Charge cards for our copying payment system, Pharos, can be purchased in £1.50 and £6.00 denominations from the Reception area.

Saving image to USB device	15p per save
Black & white printout / copy: A4 size (not available from Kiosk Scanner)	15p per copy
Black & white printout / copy: A3 size	15p per copy
Colour printout / copy: A4 size (not available from Kiosk Scanner)	50p per copy
Colour printout / copy: A3 size (not available from Kiosk Scanner)	50p per copy

If the item is too large to fit on the scanner and you cannot use your own camera, you can arrange professional photography of the item. Orders are processed through the Museum's Picture Library, www.nmmimages.com.

**Copying charges via post
(all including VAT but excluding p+p)**

All material that is to be supplied by post will be scanned. In most instances customers can choose to receive the scans as paper printouts, digital files on CD or download the images from our secure server.

Digital scans

Order	Price
1-10 scans	£10.00
11-25 scans	£25.00
26-50 scans	£50.00
51-75 scans	£75.00
76-100 scans *	£100.00

* cannot be supplied on paper

Postage and packaging (p+p) for digital scans on CD and photocopying

Type	Price
Downloading digital scans from secure server	£1.00
CD + envelope/s UK	£1.50
CD + envelope/s Europe	£3.00
CD + envelope/s Rest of world	£6.00
Paper + tube UK	£4.00
Paper + tube Europe	£8.00
Paper + tube Rest of world	£12.00