



Copying from the Archive and Library collections

The Royal Museums Greenwich (RMG) is committed to making its Archive and Library collections available for current use and enjoyment whilst balancing this with the responsibility for preserving its collections for future generations. Please see our [copying charge schedule](#).

All copying is at the discretion of staff and is also subject to the Data Protection Act 1998, and document handling restrictions. It is the responsibility of the Reader to ensure that their copying does not infringe copyright law.

Copying methods allowed

Readers may obtain copies of many of the Archive and Library collections through the following methods:

- Professional digital imaging – by Archive and Library staff only (remote service only)
- Digital imaging – by Reader under staff supervision
- Photocopying – by Reader under staff supervision
- Photography – by Reader under staff supervision
- Printing from microfilm scanners – by Reader under staff supervision
- Professional photography – by the RMG Photo Studio

Copying methods not allowed

- Camcorders
- Hand-held scanning devices of any type

Items that cannot be copied by any method

Some items in our collections cannot be copied by any method. These include:

- Manuscript material on loan to the Museum (with the exception of collections on loan from P&O)
- Information subject to the Data Protection Act (1998)
- ‘Original’ photographic prints, or those prints for which no negative is held by the Museum
- Fragile and/or damaged items
- Scrapbooks and albums



- Photocopies
- Ephemera
- Sheet music

Professional digital imaging – remote service provided by Archive and Library staff only

Readers may order up to 100 digital images from the Archive & Library collections per calendar month. For orders between one and 75 scans, these can be dispatched as either digital images on a CD or as print outs of the digital images on paper. For orders of 76–100 scans, we can only supply digital images on CD. We cannot accept orders for over 100 scans.

To order digital images you need to create an [Aeon](#) account, then find the item you wish to order a copy of from the archive or library online catalogues and click on ‘Request this record or ‘Order’ button. Payment by credit or debit card is preferred, using SagePay. We prefer electronic payment, but payment by other methods can be accepted upon request, by emailing: aeon@rmg.co.uk. Please note that payment by non-electronic methods may result in a slight delay to the dispatching of your request.

Your order will be dispatched within 10 working days of us receiving your payment. Large scanning orders may require more than 10 working days to process and we will notify you if this is the case. We regret that we cannot provide this as an on demand, day of visit service for readers in the Caird Library.

We can offer research-quality digital images of the following:

- Rare printed books, pamphlets, journals, periodicals (pre–1850)
- Manuscript collection items, including Masters’ Certificates, Crew Agreements and Lloyd’s Survey Reports
- Frequently used reference material – e.g. *Lloyds Registers*, *Lloyd’s List*, *Navy List*, *Merchant Navy List*, *Illustrated London News*, *Naval Chronicle*
- Charts and maps (dependent on size)
- Multiple fold-out plates from books

For charges, please see: [Archive and Library copying charges](#).



Digital imaging – by Reader under staff supervision

Readers may use the self-service scanner to copy items from the RMG archive and library collections, subject to copyright and document preservation restrictions.

Please note the following:

- Users must follow the RMG's 'Copying from the Archive and Library's collections for private study and non-commercial research'.

Copies made are only either for:

- Research or private study (neither of which may be for a commercial purpose) or
- Criticism, review and news reporting
- Users who wish to copy copyright works (other than Crown Copyright) must first seek permission from the copyright holder.
- Unless it is impractical, the source of all copies must be acknowledged. You should only make and hold a single copy at any one time. If you print or
- transfer the image then you must delete the original image

For further use or reproduction of copies, for purposes other than those listed above, users must have prior written permission from the National Maritime Museum Picture Library (and a third party copyright holder where applicable).

The following items **cannot** be copied using the scanner:

- Manuscript material on loan to the Museum (with the exception of collections on loan from P&O)
- Fragile or damaged items
- Maps and charts
- Prints and drawings
- Items too large to fit on the scanner (larger than A3)
- Information subject to the Data Protection Act (1998)
- Original photographic prints or those prints for which no negative is held by the Museum.

Readers must accept the copyright regulations for using the digital scanner.



Photocopying by Reader

There is a charge for this facility, please see our [copying charges](#).

Items that can be photocopied:

- Printed books, pamphlets, journals, periodicals (post-1850)
- Single sheet 'fold-outs' with only one fold (excluding ship plans)
- Photographic prints made from Museum negatives

Items that cannot be photocopied:

- Rare printed books, pamphlets, journals, periodicals (pre-1850)
- Manuscript collection items, including Masters' Certificates, Crew Agreements, Lloyd's Survey Reports and printed books and journals held as part of the manuscript collections
- Frequently used reference material – e.g. *Lloyd's Register*, *Lloyd's List*, *Navy List*, *Merchant Navy List*, *Illustrated London News*, *Naval Chronicle*
- Items too large to fit on the photocopier plate:
 - Charts and maps
 - Prints and drawings
 - Multiple fold-out plates from books
 - Ship plans

Photography – by Reader under staff supervision

Readers may also use their own non-flash cameras or mobile phone cameras to photograph items. There are restrictions on photographing some items.

Items that cannot be photographed:

- Ship plans (including those displayed on the Ship Plan Viewer)

All photography is under staff supervision in a designated area, using document support aids where appropriate.

- We regret that the use of camera tripods is not permitted, but we provide camera stands for users available on a first come, first served basis.
- Digital cameras and mobile phone cameras must be set to 'silent' and to 'still photography' mode. Flash photography is not



permitted. Mobile phones cannot be used to take calls in the reading room but can be used for text messaging, in silent mode.

- A self-service photography copyright declaration form must be completed and signed.

Printing from microfilm scanners – by Reader under staff supervision

Readers may use the microfilm reader scanners (Genus ScanPro2000) to take prints of material on microfilm. The microfilm reader scanners are located in the Reprographic area of the Caird Library. Instructions on how to use the microfilm reader scanner is available in the Caird Library or ask staff for guidance.

Professional Photography

For commercial reproductions, or where it is not possible for Readers to make or be supplied with a copy of an item, the Royal Museums Greenwich Photo Studio may be able to photograph the item/s.

All professional photography is handled by the [Royal Museums Greenwich Picture Library](#).

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