

# Caird Library

## Copying charges

### Onsite copying

We recommend that visitors use the Caird Library's Kiosk Scanner or their own cameras to make copies when visiting the Reading Room.

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
Books and periodicals published in 1851 and after	✓	✓
Manuscripts and original documents owned by NMM	✓	✓
Books and periodicals published in 1850 and before	✓	✓
Prints, drawings, maps and charts	✗	✗
Ephemera, sheet music, scrapbooks published at any time	✗	✗

Self service photography is **free of charge**. Camera stands area provided on a first come, first served basis. Flash photography is strictly prohibited.

Copy cards for use with the kiosk scanner and photocopier in **£1.50** and **£6.00** denominations can be purchased in the Reception area.

Service	Cost
Saving image to USB device	15p per save
Black & white printout / copy: A4 size	15p per copy
Black & white printout / copy: A3 size	15p per copy
Colour printout / copy: A4 size	50p per copy
Colour printout / copy: A3 size	50p per copy

## Remote copying service

We can supply "research quality" (200 dpi) copies of Archive & Library collections to customers who cannot visit the Caird Library in person.

Requests need to be placed via the Aeon ordering system [rmg.co.uk/aeon](http://rmg.co.uk/aeon). Each transaction placed through the system will be charged separately. We regret we cannot combine the charges on different items.

We charge **£10** for the first image of each item and **£1 for each subsequent image from the same item**.

You will receive a quote for cost of the scans within ten days of placing your order via Aeon. We aim to dispatch your scans within ten days of receiving your cleared payment. Payment via PayPal is preferred.

We supply copies of complete items. It is not normally possible for the staff processing your order to look up specific information within items.

Scans are produced as a watermarked PDF document and can be downloaded from our secure server.

We can supply a maximum of 100 scans per customer per month.

We can scan items up to a maximum size of 40cm x 80cm (when fully open). For items larger than this, we recommend self-service photography in the Caird Library. If you cannot visit the Library, professional photography of the item will need to be commissioned via the Museum's Picture Library. Please contact: [pictures@rmg.co.uk](mailto:pictures@rmg.co.uk).

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