

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. 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
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	✗	✓	✗
Manuscripts and original documents on loan to NMM	✗	✗	✗
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.

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 www.rmg.co.uk/aeon. Each transaction placed through the system will be charged separately. We regret we cannot combine the charges on different items.

Scans are produced as a PDF document and can be downloaded from our secure server (£1).

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

Scans are charged for in bands:

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

Delivery charge	£1.00
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A **£1** delivery charge is applied but this can cover multiple orders dispatched at the same time.

We can scan items up to a maximum size of 60cm x 40cm (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.

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