



Archive and Library copying charges

[Ordering a Copy](#)

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 |
|---|---------------|--------------------------|-------------|
| Books and periodicals published in 1851 and after | ✓ | ✓ | ✓ |
| Master’s Certificates | ✓ | ✓ | ✗ |
| Crew Agreements | ✓ | ✓ | ✗ |
| Manuscript collections owned by NMM | ✓ | ✓ | ✗ |
| Books and periodicals published in 1850 and before | ✓ | ✓ | ✗ |
| Prints, drawings, maps and charts | ✗ | ✓ | ✗ |
| Manuscript collections on loan to NMM | ✗ | ✗ | ✗ |
| Ephemera, sheet music, scrapbooks published at any time | ✗ | ✗ | ✗ |

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.

Purchase a copy card in **£1.50** and **£6.00** denominations from the Reception area.

| | |
|---|----------------|
| Saving image to USB device | 0.15p per save |
| Black & white printout / copy: A4 size (not available from Kiosk Scanner) | 0.15p per copy |
| Black & white printout / copy: A3 size | 0.15p per copy |
| Colour printout / copy: A4 size (not available from Kiosk Scanner) | 0.50p per copy |
| Colour printout / copy: A3 size (not available from Kiosk Scanner) | 0.50p per copy |

If the item is too large to fit on the scanner and you cannot use your own camera, it must be copied via the Museum’s Picture Library ordering service. Please contact: images.rmg.co.uk.



Remote Copying Service – Ordering a Copy (prices include any applicable VAT)

We can supply copies of Archive & Library collections to customers who cannot visit the Caird Library in person. In most instances customers can choose to receive the scans as digital files on CD or download the images from our secure server.

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 cannot combine the charges on different items. We can supply a maximum of 100 scans per customer per month.

To calculate your order, please use the range of number of scans and add the desired delivery charge.

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 |

Delivery Charges

| Type | Price |
|---------------------------------|-------|
| Download digital scans | £1.00 |
| CD + envelope(s)/ UK | £1.50 |
| CD + envelope(s)/ Europe | £3.00 |
| CD + envelope(s)/ Rest of world | £6.00 |

Delivery charges can be combined across multiple copying orders.