

### **Statement of intent for reprographic service:**

Readers who visit the Library are welcome to use their own camera to make copies, free of charge, of unrestricted items in our collections. We also have a self-service digital scanner available to use.

We recommend anyone who wants to make copies of items in our collections should visit the Library to do this themselves or arrange for someone to do so on their behalf. If a researcher is unable to visit the Library, staff can make copies of items which can be ordered through our Aeon system – please note that we charge for this service – please see the Archive and Library copying charges page. During busy periods or if we have received a large number of requests we may be unable to process your order and request that you re-apply at a later date.

The following conditions apply:

- your request must be for a specific, ie: numbered page, document or item (includes a chapter from a book or article from a periodical). Staff cannot, for example, search for a name in a volume before making a copy.
- we will provide a basic research quality (200 dpi) copy of an item. Staff cannot undertake any cropping, contrast adjustment etc.
- you can order up to a maximum of 100 scans in a 28 day period, so that you can see the item as if you had ordered it for viewing in the Library
- copies supplied are for private, non-commercial research only. If you require professional copying services for display, publication or commercial use, please contact the Picture Library at [pictures@rmg.co.uk](mailto:pictures@rmg.co.uk).

If you are looking for something very specific in our collections but do not have the exact reference you can send an email to our remote enquiries service and staff will carry out a maximum of 15 minutes research on your behalf. There is no charge for this work – please e-mail: [library@rmg.co.uk](mailto:library@rmg.co.uk) for printed materials, or [manuscripts@rmg.co.uk](mailto:manuscripts@rmg.co.uk) for original documents and manuscripts.

If you need more extensive assistance, you may wish to employ an independent researcher to work on your behalf. Please note that the National Maritime Museum accepts no responsibility for any arrangement made with independent researchers. Please see the details on this page: <http://www.rmg.co.uk/researchers/library/independent-researchers>