

Self Service Photography at Highland Archives

Many of the collections which are made available for consultation in the searchroom do not belong to the Highland Archive Service. These collections are held on deposit from private individuals, families, organisations and businesses who should be consulted before any further use is made of their records. Please read the guidelines below carefully before signing the declaration.

This form permits the self service use of digital and traditional cameras. Mobile phone cameras may also be used provided they have been switched to 'silent' and not used for any other purpose. All types of scanners are **not permitted** for preservation reasons.

Request to take digital or photographic copies of documents in the searchroom

Name:	
Address:	
Telephone Number:	
Email address	

In order to ensure that copies are taken with minimal risk of damage to documents, the following conditions apply:

- Prior to commencement of photography, Archive staff must be consulted to determine whether there are any copying restrictions and to ensure that the records are robust enough for this process
- Flash photography and tripods are not permitted
- Photographing images on screens is not permitted
- Items must be handled with care at all times
- Only weights and supports supplied by Archive staff should be used to hold records in place
- The Highland Archive Service does not accept responsibility for the quality of copies made by self service photography

Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.



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I hereby apply to make a photographic or digital copy of the material specified below. I declare that -

- a) I have not previously been supplied with a copy of the same material by you or any other archivist or librarian.
- b) I will not use the copy except for **non-commercial research** or **private study** unless permission has been granted by the Archive Service (see over) and will not supply or electronically transmit a copy of it to any other person.
- c) **FOR UNPUBLISHED MATERIAL ONLY**
To the best of my knowledge no item listed overleaf has been published at anytime before the document was deposited with the Highland Archive Service nor has the copyright owner prohibited copying of the work.
- d) **FOR PUBLISHED MATERIAL ONLY**
To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself. **The use of copies for publication (including web-site publication), exhibition or broadcast or any other purpose requires permission. Please ask a member of staff for further details.**

I further undertake to –

- Observe the guidelines (see over) set out for the handling of archive material
- Abide by any restrictions on this service designed to preserve archive material and respect the decision of staff on duty in the Searchroom as to the suitability of material to be photographed
- Use this equipment safely and at my own risk
- Agree to the use of my personal data as detailed in the data protection statement below.

Signature: _____

Date: _____

Document Ref:	Description:

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