

# Using Personal Cameras to Copy Archival Records



Personal cameras, eg, digital or video cameras, or mobile phone cameras may be used to take copies of archival records in Archives New Zealand's reading rooms in Wellington, Auckland, Dunedin and Christchurch.

A camera is a cheap, quick and effective way to make copies of archival materials. It gives you the ability to instantly control the quality and quantity of the copying you require.

Archives New Zealand can take no responsibility for any damage that might occur to your camera equipment while you are using it in our reading rooms.

## Do I need to register to use my camera to copy records?

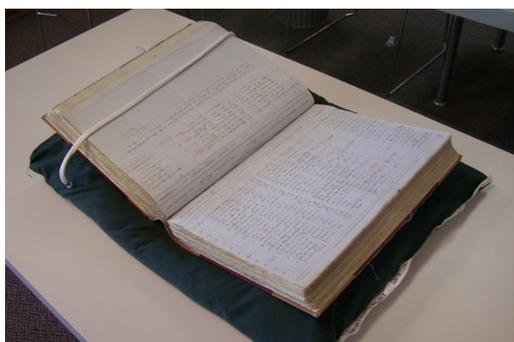
Yes. You must register with our Reading Room desk staff. You will need to sign a Request for Permission to use Personal Cameras form, agreeing to observe the conditions of your digital copying access permission. The form will be countersigned by a desk archivist. You will need to register separately at each of the Archives New Zealand offices where you wish to copy records.



## Are there archives I cannot copy?

Yes. You **must not** copy archives if:

- **They are restricted and you do not have copying permission.**
- **Copying is likely to result in damage to the archive.** If items are fragile they cannot be copied. Where bindings or file fastenings obscure parts of a page, you must not attempt to flatten or dismantle the record. Please consult a desk archivist, who can provide you with light weights or may be able to arrange for the archive to be professionally copied for you. Our standard digital copying charges will apply in these instances.
- **The item cannot be copied without using tripods, scanners, lighting or flash photography.** In these instances you will need to arrange with desk staff for the item to be professionally copied.
- **The archive is not issued to you personally.** You may not copy archives issued to other researchers.
- **Copying is likely to involve disruption to other researchers.** Archives can only be copied on the tables provided, not on the floor or any other surfaces. You must not stand on furniture to copy archives. All recording equipment must be on silent mode.



## Do I need to advise Archives New Zealand what I intend to copy?

No.

A345824

## What would happen if I breached any of the above conditions?

By signing the Application for a Reader Card from you have declared that you will not copy any records to which any of the above conditions apply. To do so would be regarded as an offence under section 61(c) of the Public Records Act 2005. Anyone who illegally copies records will have their permission to use a personal camera in Archives New Zealand's reading rooms cancelled. Conviction for an offence carries a fine and the possibility of being prohibited from having access to Archives New Zealand's reading rooms.

## Is my Access Permission permanent?

No. You will need to renew your Access Permission on an annual basis when you update your reader card. You will not have to fill in another application form, but you should read the fact sheet again to ensure that you are up to date with the conditions that apply to your permission.



## Is the copying of archival records subject to copyright?

The copying of archival records is subject to copyright. Archives New Zealand can only give copyright clearance to archives under Crown Copyright. This essentially covers all documents created by employees of government departments in the course of their work. If copyright is not held by the Crown you may need to obtain copyright clearance from the individuals concerned or their trustees. It is your responsibility to ensure that copyright is not breached.



IA 76 13 708

## Can I sell, or make public the digital images I have copied?

No. Copies are only for private use and study. You cannot on-sell or on-supply any images that you make. You must apply to Archives New Zealand for permission to publish or reproduce any archives that you have copied.

In most instances, Archives New Zealand can give permission to publish records under Crown copyright. You have to apply for this in writing, giving complete archives reference for anything that you wish to publish, including details of the intended published format. Please note that if you wish to publish items to which the Crown does not hold copyright, it is your responsibility to identify and obtain copyright permission from the current copyright holder.



PC 4 43 827

## Recording your sources

When Archives New Zealand does digital copying on behalf of a researcher we are always careful to record the source. It is essential that you do the same in case you need to source the records again or publish them. The archives references that you use to order each item should be copied and attached to the digital copy of any image that you create.