

Using Personal Cameras to Copy Records



Personal cameras, eg, digital or video cameras, or mobile phone cameras may be used to take digital **reference 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 takes no responsibility for any damage that might occur to your camera equipment while you are using it in our reading rooms.

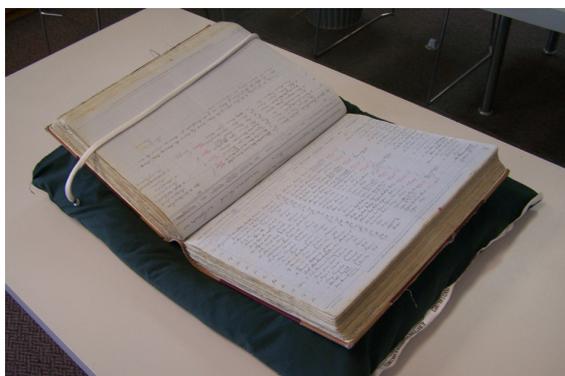
Do I need to register to use my camera to copy records?

No. As part of your standard Reader Registration, you are agreeing to observe the conditions of use as specified in this information sheet.



You can digitally copy an archive if:

- It is **open access**, or if you have **written permission** to **access and copy** restricted material.



Where bindings or file fastenings obscure parts of a page, **you must not attempt to flatten or dismantle the record**. A desk archivist can provide you with light weights to slightly flatten pages or hold map edges down. If damage is likely to occur, you can use our **Digital Copying Service** to have

- The item can be **copied without using tripods, scanners, special lighting or flash photography**. If copying requires any of the above, you will need to arrange with desk staff for the item to be professionally copied.
- You always **use a hand strap to secure the camera** when taking photos.
- The archive is **issued to you personally**. You may not copy archives issued to other researchers.
- Copying is **not 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**.

Please ask an on-duty archivist if you have any questions or doubts about using a personal digital camera in any of our Reading Rooms.

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

No.

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

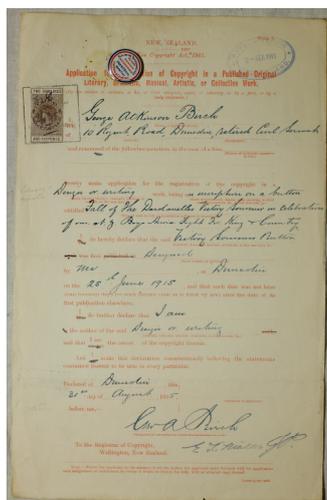
By agreeing to the Reading Room terms and conditions you have declared that you will not copy any records to which any of the above conditions apply. To do so would be regarded as an offence under section 61(c) of the Public Records Act 2005. Anyone who illegally copies records will have their permission 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 the copying of archival records subject to copyright?

Yes, the copying of archival records held at Archives New Zealand is subject to 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



PC 4 43 827

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.

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.

We recommend you place a piece of paper with the archives reference on, such as the production slip, behind the page you are photographing. This guarantees that you will always know how to locate the original document in the future.