



USE OF PERSONAL CAMERAS TO MAKE COPIES

Readers wishing to make copies themselves of any item in the Library using personal cameras must understand that the majority of items are protected by copyright. The making of a copy of any copyright work is an infringement of copyright unless permission has first been obtained from the copyright owner or an exception applies.¹

- Use of personal cameras is permitted for private study or research for a non-commercial purpose only.
- You must stay within the following limits for copying:
 - journal, periodical or newspaper: one article from any one issue
 - published work: one chapter or 5% of the whole
- You are permitted to make only one copy of the material.
- Digital copies must not be placed on a network or on the Web.
- Unless it is impracticable, all copies must be acknowledged.

It is the responsibility of the individual using the camera to ensure that the creation and use of the copies is legitimate. The Library does not accept any responsibility for an infringing act committed through the use of this service.

Registered readers may apply to use a personal camera in the Reading Rooms to make copies on acceptance of the following terms and conditions:

1. You must complete the *Request for Copies* form, including the copyright statement, which is available via our website or from Reading Room staff.
2. Each request is assessed individually and we recommend that readers submit their request in advance.
3. The Library reserves the right to refuse a request and to direct the applicant to the Library's reprographic services instead. The Library's decision will be final.
4. The use of flash is not permitted.
5. There is a fee of £10.00 for each request to use a camera to capture up to 30 photographs, an additional £10.00 for any number between 30 and 100, and another £10.00 for every 100 photographs thereafter.
6. Staff may supervise the use of a camera in the Reading Rooms and may ask the reader to show the images captured.
7. The Library reserves the right to ask that any images captured by the reader without prior permission be deleted.
8. The Library reserves the right to amend this policy at short notice.

Manon Foster Evans
Pennaeth Gwasanaethau i Ddarllenwyr
Head of Reader Services



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¹ T. Padfield, *Copyright for Archivists and Records Managers* (Facet, 4th ed., 2010), p.152, with minor changes.