

**University of Westminster Archive
Self Service Digital Photography Policy**

Records copying by readers with own cameras

The University of Westminster Archive (hereafter University Archive) provides a service whereby readers are permitted to make copies of records using their own cameras, including mobile devices. There is no charge for this service.

For document preservation reasons we do not allow any other type of copying equipment, e.g., hand-held scanners.

The service is subject to the following conditions:

Copyright

Readers will be required to sign a Copyright Declaration form prior to copying any documents held in the University Archive.

Flash photography

Flash photography is not permitted under any circumstance.

Document handling

All document handling practices as required by the University Archive must be adhered to and all necessary reading room aids such as foam wedges and weights etc. are provided for reader's use. The University Archive also provides a camera stand for the use of readers. Fragile documents at risk of damage may not be copied.

Images

Self-service photos are for research purposes only and any requests to publish images, including online, should be directed to the University Archive: archive@westminster.ac.uk

Digital photographs may only be taken with the prior permission of the archivist who reserves the right to refuse such permission should the above conditions not be met.