

## Reprographic Policy

We endeavour to accommodate requests for copies of records, subject to certain conditions, summarised below. For further details users are referred to our 'reprographic services and charges' information sheet.

Copies are supplied subject to all relevant legal provisions, including those relating to copyright and data protection. In most cases where a copy of material within copyright is being made and supplied by the Island Archives a declaration form must be completed and signed by the user. There may besides be certain restrictions imposed by the depositor. Please also note that large quantities of copying may be subject to an extended waiting period or refused.

Photocopying or scanning can subject items to risk of permanent damage due to the high UV levels and heat involved. For this reason there are some records that we will be unable to copy, particularly older materials or those in a fragile condition. In most cases we will be unable to copy the following items due to these risks, although another form of copying may sometimes be possible:

- Original photographs;
- Occupation registration forms;
- Parchment or vellum documents;
- Documents with seals;
- Items which are fragile or damaged;
- Oversize items;
- Pages or folded enclosures from heavy books, or those with tight bindings.

In some cases users may be permitted to use their own digital cameras or electronic devices (without flash), to take photographs of items in the research area under staff supervision. Please ask a member of Archives' staff before taking any photographs.

Please do not hesitate to ask any member of Archives staff for clarification or further information regarding the foregoing, and we will endeavour to provide an appropriate and timely response, although in some cases we may have to refer the matter to the Archivist or take other advice before proceeding.

**Researchers are reminded that it is their responsibility to comply with all relevant legal provisions, including those relating to copyright, in respect of material and information made available by the Island Archives. The Guernsey Legal Resources website is <http://www.guernseylegalresources.gg/>**