

Photography policy

The Postal Museum allows users to make copies of the records using their own equipment. This service is free, but there is a suggested donation of £2.00 per day (donation box on front desk).

Any personal device (e.g. laptop or palm computers, camera, mobile phone, mp3 player etc.) may be taken into and used in the Search Room as long as the following conditions are met:

- Use of the device does not disturb other users, or the general quiet nature of the reading room (i.e. devices must operate in silent mode, calls must not be taken or made on mobile phones)
- Use of the device does not pose a threat to the safety of the records, or of other people
- Cameras, Digi Cams and Camcorders must be in still photography mode

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

Copyright

Royal Mail/Post Office Copyright

Users will be required to sign an acknowledgement of the Conditions of Copyright relating to documents held by The Postal Museum. This will be a master copyright declaration and will only have to be signed once.

Non Crown Copyright (and Non Public Records)

Certain series of records held are non-Royal Mail/Post Office copyright and/or non-Public records and as such require a separate copyright declaration to be signed, this generally applies to library books and material from the museum collection. If readers wish to copy these items a separate declaration form must be obtained from the Search Room desk prior to photography.

Professional researchers must not make copies of these records on behalf of their clients- they are required to present a declaration signed by their client as that person will be the final user of the copy.

Search Room

We do not allow tripods in the Search Room and flash photography is not permitted under any circumstance. The service is available during normal Search Room hours only

Document handling

All document handling procedures as required by The Postal Museum must be adhered to and all necessary aids such as foam wedges and weights etc are provided for users convenience.

Images

The Postal Museum bears no responsibility for the quality of the images taken by members of the public using this service and no printing facility is offered alongside it.

So how does this work?

Readers should inform Search Room staff that they wish to use their own camera. Staff will ask readers to sign a copyright declaration form. Document preservation is paramount and registration is dependent on researchers following our document handling guidelines.

Staff then amend the user's record on CALM to indicate they have registered to use a camera and stick a small label on the User Card. If anyone tries to remove the sticker it will become null and void. The presence of this label alerts staff to the fact that the user has registered for this service.

Are there any documents that cannot be copied in this way?

Yes. We do not allow readers to photograph the following records:

- Records at risk of damage
- Records which are available to readers only on microform or in electronic format- these may be copied on the self service printers, for a charge.
- Records which for security reasons are only available under 1:1 supervision
- Non Crown copyright and/or non Public Records where appropriate declarations have not been signed.

Self service copying of records: terms and conditions

Users who have requested records at The Postal Museum, may make copies of these records themselves with their own cameras providing;

1. they follow The Postal Museum's guidelines for self-service record copying, and the handling records rules, which are designed to prevent damage to records. They may not use tripods or flash photography.
2. they observe conditions designed to safeguard copyright. The Postal Museum does not authorise the making of any copies by users or the subsequent use

of them except as set out below. Users are responsible for any copyright infringement.

a. Copies of records in Royal Mail Copyright

Most of the records held by The Postal Museum are Royal Mail/Post Office copyright. There are no restrictions on the use of copies for non-commercial research or private study. Copies, and copies of those copies, may also be made and used for education purposes: this covers both teaching and preparation for teaching and/or examination by either teacher or student.

The use of copies for publication (including website publication), exhibition or broadcast or any other purpose requires permission. In the first instance please contact The Postal Museum, Freeling House, London, WC1X 0DL. Email info@postalmuseum.org A publication fee may be payable.

b. Copies of records not in Royal Mail copyright

There are no restrictions on the use of copies for non commercial research. Private study, or education (as defined above) within the limits set in UK Copyright Law.

The use of copies for publication (including web site publication), exhibition or broadcast or any other purposes requires permission from:

- i) the current owner(s) of copyright in the original document. Users are responsible for identifying the current owner(s) and for obtaining any permission required and are liable for the consequences of any copyright infringement
- ii) The Postal Museum (as above). A publication fee may be payable.

Search room staff can give further information on request.

I have read these conditions and accept my responsibility for any copyright infringement

Name (please print)

Reader ticket

Address

Phone/email

Date

Signature

Authorised by

Record amended on CALM