

# Carmarthenshire Archives

## Digital Photography Policy

### 2022 - 2026

If we are unable to provide a photocopy of a particular document (please see our photocopying policy), then you may be able to use your own camera to photograph the item in the search-room - but only where this does not cause undue risk to the item.

There is a charge for a photography permit (see our List of Charges) and this charge helps with the long-term preservation of our collection. If you do wish to use your own camera please inform a member of staff beforehand.

Please note: Before any item is photographed you must (i) purchase your permit and (ii) sign the copyright declaration form.

#### **Photographs may be taken under the following conditions:**

- I. Photographs are captured for the purpose of private study only.
- II. Users must sign a copyright declaration form.
- III. If photographs are required for an exhibition, reproduction, publication or for a website then prior permission of the document and copyright owners will be required. Staff will advise in each case. There is a separate charge for commercial usage.
- IV. To protect our documents from damage, readers must observe the following rules:
  - The use of flash photography, floodlights or umbrellas are not allowed in the search room.
  - Documents must either lie flat upon a table or, in the case of a volume, be placed on an appropriately sized book rest. Documents must not be placed on the floor.
  - Users are asked not stand on chairs or tables to take photographs.
  - Please do not remove encapsulated documents or photographs from their envelopes.
  - The use of portable scanners is not permitted.

#### **Review**

This policy was created in December 2022. It will be reviewed in 2026, or sooner if circumstances dictate.