



Carmarthenshire Archives

Copying Guidelines

Carmarthenshire Archives collects and preserves records of historical significance so that they will be available for research both now and in the future. Whilst many of our records can be photocopied (subject to copyright restrictions), in some instances this is not possible because the photocopying process may damage the documents (or it is against the wishes of the depositor). Therefore, photocopying original documents is restricted.

As a general guide, documents which may NOT be photocopied include:

- **Fragile documents**
- **Parish registers**
- **Original photographs**
- **Items containing coloured ink or paint**
- **Wax seals**
- **Multiple membranes**
- **Tightly rolled documents**
- **Bound volumes**
- **Large documents which overhang the photocopier**

If you are unable to take a photocopy all is not lost. You may wish to consider tracing (a plastic cover will be supplied) or the use of flash-free photography as alternatives. You should bring your own digital camera for this purpose. A day permit costs £7.15, a weekly permit costs £20.40, and an annual permit costs £102.00

Thank you

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