

## ARCHIVES AND HISTORIC COLLECTIONS DEPARTMENT

### REPROGRAPHICS POLICY

#### 1. Aim

Hatfield House Archives and Historic Collections Department seeks to document and preserve all of the collections at Hatfield House and other houses owned by the Cecil family. We will actively collect archival material, in all formats, originating from and relating to members of the Cecil family and their estates and businesses, to preserve these records and to make them available to the family, staff and members of the public, where it is thought appropriate. Books and objects are acquired at the initiative of the family. The department then manages the documentation and care of these items, on behalf of the family.

#### 2. Policy

##### 2.1 Purpose and scope

The purpose of this policy is to set out the key principles that govern copying of documents from the archives and to balance the need for obtaining copies with the preservation requirements of the collections.

This policy applies to all archival material in all formats held by the archives.

The archives contain the manuscript collections of the Cecil Family (Marquess of Salisbury). The collections consist of the personal and political papers of members of the Cecil Family from William Cecil (Lord Burghley) to the current members, along with papers relating to their estates and business interests. The papers date from the 12<sup>th</sup> century to the present day and records relating to the current activities of the estate are still being created and added to the archives.

##### 2.2 Use of the policy

This policy is part of a series of policies that state the principles governing the management and care of the Hatfield House Archives and historic collections. These policies, along with strategic documents, plans and procedures provide a framework for decision making, planning and prioritising as well as for managing the day to day activities of the Archives and Historic Collections Department.

This policy should be used in conjunction with the preservation and access policies. It is designed to be used by archives staff when deciding how to respond to a reprographics request. The policy will be made available to researchers in the reading room. There is a separate scale of charges that is used alongside this policy.

##### 2.3 Standards/legal framework

- Copyright, Designs and Patents Act (1988)

## 2.4 Policy statements

### 2.4.1 Copying by archives staff

- Copies will be supplied in JPEG or PDF formats, or printed onto paper if requested.
- We do not photocopy original material for preservation reasons.
- Copies will be made from pre-existing surrogates where possible to avoid damage through light exposure and handling.
- Only documents that are not damaged or tightly folded or bound will be copied. The preservation requirements of the collection will always take priority.
- The department will limit the number of reprographics requests per visit.
- The department will make every effort to provide a high quality image, but this may be limited by tight bindings or other physical attributes of the document.
- The researcher must sign the relevant reprographics agreement form before the copy is supplied.
- A separate scale of charges is available. Fees must be paid in full before the copy is supplied.

### 2.4.2 Photography in the archives

- Use of cameras in the archives must be agreed with staff before the visit.
- Photography must not take the place of study in the archives and so the number of photographs to be taken in one day may be limited. Whole bundles of documents must not be photographed.
- The flash must not be used and photography must not disrupt staff or other users. A tripod may be used, providing it does not cause an obstruction in the reading room.
- Each individual document to be photographed must be checked with archives staff to ensure that there is no risk of damage.
- Document handling guidelines must be complied with.
- Each user should sign a form in advance of taking any photographs, stating that the images will be used for research purposes only. Details of each image must be written on the form.
- The department may request copies of the images taken.
- Charges apply to the use of cameras in the archives, which are detailed on the reprographics scale of fees.

### 2.4.3 Publication

- Requests for publication must be sent to the archives a minimum of six weeks before the copy is required.
- Any publication request must not contravene copyright law

### 2.4.4 Copyright

- The archives do not own copyright in much of our archival material.
- The archives will only supply copies of material where to do so would not infringe copyright law.
- A document is still within copyright, it is up the enquirer to obtain permission from the copyright holder for reproduction of the document and to provide evidence of this.

### **3. Related policies and documents**

- Preservation policy
- Access policy
- Scale of charges

### **4. Approved by Lord Salisbury (signed and dated):**

### **5. Review date**

1 October 2017