

Northumberland Collections Service

Guidelines For Photography Within The Study Centre.

Study Centre users are able to use their own photographic equipment to make copies of certain classes of records within the Study Centre provided that they agree to certain conditions. However, users who wish to photograph material within the Study Centre must first be registered as camera users and read and sign a copy of our **Camera User Registration Form**.

How Do I Become A Registered Camera User?

By completing the **Camera User Registration Form** available from the Study Centre Help Desk and from our web pages. You only need to complete the form once – you will then be registered to use your camera each time that you visit the Study Centre. We will then ask you submit your camera for inspection by a member of the Reprographics Team. Once your equipment is approved your Woodhorn Card will be marked to indicate that you are an approved camera user.

What Kind of Camera Can I Use In The Study Centre?

You can use either of the following:

- SLR camera
- Digital camera

You cannot use any of the following:

- Camcorder
- Digital camcorder
- Mobile telephone camera

Is there a Charge For This Service?

There is no charge for using an approved camera in The Study Centre.

Do I Need to Complete A Copyright Declaration Each Time I Use my Camera?

No – by signing the **Camera User Registration Form** you are agreeing to abide by copyright legislation each time you use your camera.

Can I Use The Images That I take With My Own Camera in A Publication?

By signing the document you are agreeing to make copies for personal research or study only. If you wish to use any image in publication you should

refer to our **Publications Guide** and complete a **Publications Request Form**. Staff will be happy to discuss any publication request with you.

Are Staff Able to Assist Me With My Photography?

We are happy to provide assistance but staff time will be charged at £3 per 15 minutes – minimum charge £3.

What Classes of Record May I Photograph?

Users may photograph material from the following classes of record:

Records Subject to Crown Copyright

- Board of Trade records
- Census records
- Coroners records
- Hospital & Health Authority records
- National Coal Board and predecessor Coal Company records
- Quarter Session records
- 1910 Land Valuation records

Records of Northumberland County Council

- Records created by Northumberland County Council departments.

If the document you require a copy of falls outside these classes of record you will be required to use our in-house Reprographics Service. No exceptions to this can be made.

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