Self-service Photography in the Reading Rooms



You may use your own device to take photographs of some categories of material in the Reading Rooms. Photography of the collections is only permitted for your own personal reference purposes.

Introduction

- You may use a compact camera, tablet or camera phone but no tripods or additional camera lenses and no handheld scanners are allowed.
- Please turn off your camera flash and any audible sound or alerts.
- To minimise disruption to others we ask that you sit down when you use or photograph the collection. If you have to stand, for example if you want to photograph a large item, you may be directed to a designated area within the Reading Room.
- Some categories of material may only be photographed at designated desks within the Reading Rooms. Staff will advise if this is the case.
- Some categories of material are excluded from self-service photography this includes, but is not limited to

 items that have not yet been assessed as appropriate for photography; restricted or special access material; items where their format, size or condition means they are at risk of damage; items that are clearly marked 'no copying'; and items where there may be data protection, privacy or third party rights issues.
- Photography of people or collection items other people are using is not permitted. In addition, we don't allow any audio or video recording.
- Because of licence restrictions that apply to some of our electronic resources, photography of computer screens is not permitted.
- Before taking photographs of collection items we ask that you view the Self-service Photography Video on our website at http://www.bl.uk/reshelp/inrrooms/stp/copy/ selfsrvcopy/book_photography_icons.mp4

Copyright and Privacy Laws

- Please adhere to copyright, data protection and privacy laws.
- If an item is still in copyright you can only copy a certain amount. We therefore recommend that you only copy a book chapter, an article, or no more than 5% of an incopyright work for your own private study or non-commercial research purposes.
- If you have the permission or a licence from the person or company that controls the copyright, you may copy more.
- You may also copy more than 5% if copyright has expired, and where the condition of the item allows.
- The Data Protection Act 1998 as well as other privacy laws may apply to the use of any information obtained from our collections.
- If you wish to publish copies made, you are advised to contact the Intellectual Property Office https://www.gov. uk/government/organisations/intellectual-propertyoffice or email copyright@bl.uk for information or advice.
- You are responsible for any copies made which infringe copyright, data protection, privacy, or other laws.

Handling the collection

- Handle all collection items with care as all use increases wear and tear.
- Although self-service photography may be convenient, it is not always the most suitable option. It's good for capturing small detail but if you want to refer to whole pages you may get a better result by scanning the item using the self-service scanners in the Reading Rooms, if that option is available.
- Readers are reminded that the Library also offers a wide range of professional imaging services including digital images, scanned or paper copies and photographic prints. For further information on these services please see the Imaging Services webpages at http://www.bl.uk/reshelp/ atyourdesk/imaging/imaginghome.html
- Hold your device firmly with both hands to avoid dropping it on the collection items. If your device has a hand or neck strap please use it.
- Book supports and weights are available in the Reading Room which will, in some cases, make it easier to photograph an item. Please don't manipulate or distort items to get a better image.

For more advice on self-service photography, please speak to a member of staff or visit http://www.bl.uk/reshelp/inrrooms/stp/copy/selfsrvcopy/selfservcopy.html