



## **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. Users who wish to photograph material within the Study Centre must first be registered as camera users, read and sign a copy of our **Camera User Registration Form** and pay a fee.

### **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 to submit your camera for inspection by a member of staff. Once your equipment is approved you will be asked to pay the relevant fee for the length of permit you require. You will be issued with a receipt, this will be proof of permit, please retain this and display prominently when you are using your camera.

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

You can use any of the following:

- SLR camera
- Digital camera
- Mobile telephone camera
- Tablet Camera

Flash photography is not permitted. If you are using a mobile telephone camera, please switch it to Silent or 'Airplane Mode'. We do not allow the use of mobile phones for telephone calls in the Study Centre at Woodhorn.

### **Is there a Charge For This Service?**

Yes - fees are charged for the use of your camera as follows:

£10 per Day	£75 per Month
£25 per Week (3/4 days)	£200 per Year

### **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. This means that you are agreeing to make a single copy of an item for research or private study.

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

By signing the **Camera User Registration Form** you are agreeing to make copies for personal research or study only. If you wish to use any image for 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.

## **What Classes of Record May I Photograph?**

Users may photograph material from the following classes of record:

Records subject to Crown Copyright:

- Board of Guardians records
- Board of Trade records
- Census records
- Coroners records
- Hospital & Health Authority records
- National Coal Board and predecessor Coal Company records
- Quarter Session records
- Petty Session Records
- Records of Greenwich Hospital estates deposited by The Commissioners of Greenwich Hospital.
- 1910 Land Valuation records
- 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup> Edition Ordnance Survey Maps – including 1<sup>st</sup> Edition Books of Reference

Records of Northumberland County Council

- Records created by Northumberland County Council departments (excluding planning records)
- Records created by Rural/Urban District Council departments (excluding planning records).

Records of Parish Councils

**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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