



## TRANSCRIPTIONS POLICY

### 1. Background

Most of the records kept by the Northumberland Archives are held on deposit, which means that they remain the property of the person or organisation depositing them. Northumberland Archives therefore has a duty to protect the copyright and ownership rights of depositors. At the same time we wish to improve access to records by encouraging the production of transcriptions of documents in our custody and the deposit of copies of transcriptions at our service points.

### 2. Procedure For Recording Information On Transcriptions

#### A. Transcription Form

To facilitate these aims we have introduced a procedure whereby we require any person making a transcription of a document or copy document in whatever format (paper, microform or digital copy) held by the Northumberland Archives must complete and sign a **Transcription Form** available from the Study Centre or by request from [archives@northumberland.org.uk](mailto:archives@northumberland.org.uk). Transcribers are asked to indicate whether the transcription is being prepared for personal use or whether it will be reproduced and if so in what format.

#### B. Transcription Database

Northumberland Archives staff have compiled a database of transcriptions of Anglican and non-conformist registers. This information is available to any researcher – please ask a member of staff if you would like to have access to it. The aim of the database is to avoid duplication of work and to produce a central record of transcription work that will be made available to any potential transcriber.

### 3. Obtaining Permissions

If the transcript is being produced commercially it is essential that permission from the owner of the document is sought. In the case of **Anglican parish registers and records** Northumberland Archives has an agreement with the Diocese of Newcastle whereby individual incumbents were asked if they wished to assign their right to allow the publication of transcriptions to our service. Many, but not all, of the incumbents have agreed to do this. If you wish to transcribe an Anglican parish register or record you should complete the transcription form as usual. Archives staff will then check to see whether this right has been assigned to our service. If so, they will then, when appropriate, mark the Transcription Form indicating that permission has been given and give

the transcriber a copy of this form. If this right has not been assigned to our service we will contact the relevant incumbent on your behalf and seek permission for a transcription to be made. If the item being transcribed is not an Anglican parish register or record staff will advise as to how permission might be sought.

#### **4. Copies of Transcriptions**

Northumberland Archives expects any transcriber producing a transcription either for their own use or for commercial publication to provide the Service with two complimentary copies of their work. These copies will be placed in the public searchrooms at Woodhorn & Berwick-upon-Tweed and made available to service users.

#### **5. Policy Review**

This policy will be reviewed every three years, and if appropriate, amended to maintain its relevance.

Sept. 2010

Reviewed Sept. 2016