



ACQUIRING COPIES OF MATERIALS HELD BY THE VAUGHAN WILLIAMS MEMORIAL LIBRARY

General Rules

1. All copying of materials held by VWML is undertaken by library staff (or under its supervision) in strict accordance with current copyright law, local conservation guidelines and conditions of deposit. See the following documents for further guidance
 - *A Guide to Copyright Law and the Copying Materials Held by VWML*
 - *Conservation and Preservation Policy for Materials in the Vaughan Williams Memorial Library*
 - *Conditions of Deposit*
2. Constraints on staff time may restrict the quantity of copying that can be requested at any one time and readers are advised that requests for copies cannot always be completed during their visit or by return of post or other communication.
3. A copyright declaration form must be completed and signed in all instances, either before or at the time of copying.
4. Irrespective of copyright and other issues, certain types of material will not be photocopied:
 - Fragile or damaged items
 - Tightly bound volumes
 - Manuscripts and archives
 - Rare books or photographs
 - Books published before 1850
 - Oversize items that would have to be excessively manipulated to obtain a complete image

It may be possible, given appropriate clearance, for copies of such items to be supplied in other formats, such as digital scans, photographs or microforms. All requests will be judged on a case-by-case basis.

5. Fragile or damaged sound and audio-visual materials will not be copied unless under specialist supervision. Requests will be considered on a case-by-case basis.
6. Readers may not make their own photographic, scanned or audio copies, except by prior arrangement.

7. All copying done by the Library will attempt to subscribe to current standards as published by the National Preservation Office and MLA.

Scope of the Service

8. Current in-house copying services are:
 - Photocopying, using standard office equipment (black & white - A4 and A3)
 - Photocopying, from microfilm and microfiche (A4 only)
 - digital scans (A4 only)
 - audio transfers onto cassette and CD
9. The copying of photographs will be undertaken by an external agency which will require 1 to 2 weeks to process orders. If an order is urgent, please consult with library staff . All photographic orders attract a minimum handling fee of £15 (£5 to members of the EFDSS) plus individual print copies of £3, £4 or £5 each, depending on size.
10. The copying of materials onto microforms will be undertaken by external agency and is not encouraged except where VWML will benefit. VWML materials not currently stored in this surrogate form will then be considered for copying and all costs met by the applicant.
11. VWML will provide an estimate of costs of copying, to include service charges (see below). A charge of £10 for such estimates may be payable in advance where they are complex and/or extensive. This charge is not refundable if a customer decides not to proceed with the order. Prices quoted in estimates are valid for three months.

Service Charges

12. All service charges incorporate the costs of materials, machinery and staff time. Staff time will be greater where originals have to be produced from storage areas, unpacked and re-packed, and where special handling is required. Where copying requires staff time in excess of 20 minutes, additional charges will be made. In addition, there is sometimes some wastage of copies made in order to achieve the best possible copy, as there can be some re-positioning of the original on the machine and adjustment of the machinery controls. All such factors will be taken into account when producing estimates.
13. Members of the EFDSS will not be charged for service, except where copying is estimated to be in excess of 20 minutes of staff time. All non-members pay a minimum of £5 for each order, which must be in writing.

Requesting Permission for Publication

14. All applications to publish or reproduce items from the collections held by VWML must be made in writing the Chief Officer of the EFDSS. The permission of the copyright holder, plus the EFDSS as owner, will be required before the applicant can proceed. Applications to publish can be made by letter or email.

Reproduction Fees

15. Fees will be payable by separate arrangement to the copyright holders of materials reproduced for publication. In some cases, a literary executor or agent will expect a fee for reproduction as well. VWML may also levy a fee as owner or supplier of the materials in question. Please apply to the librarian for advice.
16. Applicants wishing to reproduce for publication materials for which the EFDSS hold copyright, must provide standard information (e.g. details of the item, the type of publication, print-run/circulation and commercial status) before permission will be granted and a fee set.
17. In certain cases, particularly with publishers and media organisations, formal contracts will be issued prior to the sale of copies or reproduction rights.