

Self-Service Copying: Reader's Guide

Readers may use the self-service photocopiers and personal digital cameras in the Reprographics Room (adjacent to the Main Reading Room), in the Manuscripts Reading Room and in the Prints and Drawings Reading Room (digital cameras only) to copy items from the National Library's collections for the purpose of research or private study.

Before you copy please **check with a member of staff** that the item is suitable for copying. Please also consult the National Library's **Handling Guidelines** and **Copyright Information**. Any approval given for copying by a member of staff of the National Library relates solely to the physical condition of the document and must not be taken as giving permission for the copying of any copyright work. It is your responsibility to ensure that you do not infringe copyright or moral rights.

Please note that at Reader Registration you agreed to only use the National Library's collections (and copies of such collections) for research or private study only. Any other use is strictly prohibited without the prior written permission of the National Library. For images from the Printed or Visual Collections please contact Glenn Dunn, email: permissions@nli.ie or from the Manuscript Collections please contact Sandra McDermott, email: smcdermott@nli.ie.

Please look after our collections when copying. If you have any questions please ask a member of staff.

Item format	Photo-copying	Digital photography
Volumes, small than A4 in size, within thick spines and in good condition	√	√
Single sheet manuscripts, smaller than A4 in size, in good condition	√	√
Prints and drawings, ephemera and ordnance maps		√
Genealogical Office manuscripts		√
Rare books, volumes with fine historical bindings and bound pamphlets		√
Volumes with fragile bindings and brittle paper		√
Large format items (bigger than A4) or items with thick spines		√
Pamphlets (unbound)	√ if published after 1950	√ if published prior to 1950
Newspapers (if not on microfilm)		√

Handling Guidelines

Correct and careful handling of books and manuscripts is essential to their preservation. Please follow handling guidelines and ask a member of staff if you are uncertain about any aspect of use or condition of an item.

- Do not force a book or manuscript to open flat as doing so may crack the spine.
- Use the appropriate book/manuscript supports provided when photographing items.
- Please turn pages carefully, to avoid creasing or damaging other pages.
- Clean hands will help prevent marking and staining of paper and bindings. Cotton gloves are available from the reading room counter.
- If you need to mark your place in a book/manuscript, please use the acid-free slips provided.

How to get the best image?

- Place item on grey area on table.
- Ensure page is flat and hold your camera horizontally over it.
- Use books cushions and white string weights to keep item in place (not your finger!)
- Try not to block the light.
- No Flash!
- Make sure your camera is in focus (use sound option on camera).
- Use zoom or micro option for small text.
- If you are not happy with the image, talk to our staff about the National Library's reprographics service.

COPYRIGHT AND RELATED RIGHTS ACT 2000
COPYRIGHT NOTICE – SELF-SERVICE COPYING

All users of photocopiers, microfilm printers and digital cameras in the Library are bound by the Copyright and Related Rights Act, 2000.

Works are generally covered by copyright for 70 years after the death of the author. In addition the typographical arrangement of a published work is covered by copyright for 50 years.

If a work is still in copyright you can only make a copy if

- you have obtained written permission from the copyright holder or
- if you or your institution or employer has obtained a licence from a copyright licensing agency which covers the work and the amount you want to copy from the work or
- the work is in the public domain or the copyright holder has waived the rights (e.g. certain government publications) or
- if the copying you intend to do is within the exemptions provided for by the legislation

The principal exemptions which apply to someone copying on their own behalf are

- fair dealing for the purpose of research and private study
- fair dealing for the purpose of criticism or review or reporting current events (which must be accompanied by a sufficient acknowledgement)
- use for judicial or parliamentary proceedings

The amount which may be copied under the Fair Dealing provisions is not specified. However

- the copy must be for the purpose of research or private study, criticism or review or reporting of current events
- you cannot make multiple copies
- you cannot make a copy for someone else if you know or have reason to believe that the copying will result in copies of substantially the same material being provided to more than one person at approximately the same time and for substantially the same purpose.
- the amount copied will not unreasonably prejudice the interests of the owner of the copyright

This notice is intended to give only general guidelines. Copies of the Act (No. 28 of 2000) are available at the main Library desk for reference purposes or on www.oireachtas.ie.