SELF-SERVICE COPYING PHOTOCOPYING AND USE OF DIGITAL CAMERAS

Self-Service photocopying from Printed Books

The National Library's self-service photocopying facility is available to readers in the Main Reading Room, subject to (i) the provisions of the Copyright and Related Rights Act 2000 (see <u>Copyright Notice</u>) and (ii) the following important exceptions:

- Newspapers (Digital Photography only)
- Books published prior to 1880
- Books from the Library's rare books and special collections including from the LO, Joly, Dix, Thom
- Books larger than A3/ Items with individual pages larger than A4
- Books which are bound very tightly and do not open flat, including some paperbacks
- Books with fine historical bindings
- Bound volumes of pamphlets
- Bound volumes of parliamentary papers
- Damaged and/or fragile books including, for example, those with detached covers or spines, loose pages or plates, badly torn pages or brittle paper
- Books with spines which are thicker than 8cm (3inches)
- Folded pullouts which are larger than the book
- Any other material considered vulnerable by Library staff

While readers may not themselves copy any of the material described above, it may be possible to have the material scanned or photographed by Library staff. Staff are happy to advise on alternative forms of copying.

Preservation

- Readers are required to consult the Library's Handling Guidelines for Library Material in advance of copying any item.
- All items must be examined by a member of the Library's staff before being copied. In instances where it is the view of Library staff that damage might occur, alternative in-house Reprographic Services will be offered.
- Readers must accept the decision of Library staff where issues of preservation are concerned.

Copyright

The material you wish to copy may be in copyright. The definition and duration of copyright is set out in **The Copyright and Related Rights Act**, **2000**. For material which is in copyright readers must be satisfied that they are acting within the exemptions set out in the Copyright Act before making a copy.

A copyright notice gives general guidelines on copyright. <u>Please ensure that you are</u> aware of the law.

Location and Opening hours

Self service photocopying is available during normal Library opening hours in the Reprographics Department adjacent to the Reference Desk in the main Reading Room.

Self-Service Photocopying of Manuscripts

A Self-service photocopying facility is also available to readers in the Manuscripts Reading Room, subject to (i) the provisions of the Copyright and Related Rights Act 2000 (see <u>Copyright Notice</u>) (ii) some important exceptions relating specifically to Manuscripts details of which may be found in the leaflet *Guidelines for Self-Service Copying by Readers in the Manuscripts Reading Room.*

Self-Service Copying (Digital Cameras)

Readers are permitted to use Digital Cameras to take photographs of Library material in designated areas in both the main Reading Room and the Manuscripts Reading Room and subject to certain exceptions (see above). If you wish to avail of this service you must sign a **Copyright Waiver Form** which is available from staff at the Reference Desk in the main Reading Room. This form will be kept on file with your Readers Ticket application form. Manuscript Reading Room users must sign a **Copyright Waiver Form** and complete the **Self-Service Copying Manuscript Request Form** which is available at the Reference Desk in the Manuscript Reading Room.

<u>Using a Digital Camera - Printed Collections (Main Reading Room)</u>

When you have selected the item you wish to photograph please take the material to the Reference Desk, for staff to check that it is suitable for self-service copying. You will be required to sign a **Copyright Waiver Form**. You can then proceed to the dedicated Digital Photography area which is in the Reprographics Department adjacent to the Reference Desk in the main Reading Room.

Photography is not permitted anywhere else in the Reading Rooms.

<u>Using a Digital Camera - Manuscripts Collection (Manuscripts Reading Room)</u>

When you have selected the item you wish to photograph please sign the **Copyright Waiver Form** and complete a **Self-Service Copying Manuscripts Request/Copyright Waiver Form** which is available at the Reference Desk in the Manuscripts Reading Room and leave it with the item in the designated area. The Archivist on Duty will verify that the manuscript is suitable for copying.

The Digital photography area for items from the Manuscript collection is located in the Manuscripts Reading Room.

Photography is not permitted anywhere else in the reading rooms.

For further information about copying from Manuscripts please consult the leaflet Guidelines for Self-Service Copying by Readers in the Manuscripts Reading Room.

Preservation

Where issues of preservation are concerned, readers must accept the decision of Library staff and in instances where it is the view of Library staff that damage might occur, alternative in-house Reprographic Services will be offered.

Readers are required to consult *Handling Guidelines for Library Material* in advance of copying any item.

Terms and Conditions

- PLEASE NOTE THAT WE RESERVE THE RIGHT TO INSPECT YOUR CAMERA AND ANY IMAGES YOU TAKE OF LIBRARY MATERIAL
- YOU MUST USE THE DESIGNATED AREA AND EQUIPMENT PROVIDED FOR TAKING PHOTOGRAPHS
- THE FOLLOWING ARE NOT PERMITTED
 - O FLASH PHOTOGRAPHY
 - O SCANNERS WHICH MAKE CONTACT WITH THE SURFACE OF A BOOK, NEWSPAPER, MANUSCRIPT ETC

The service is available to readers on a private research/ non-commercial use basis.

Commercial companies or publishers must contact the Reprographics Department (copy-orders@nli.ie) if they wish to order digital copies of, or film, Library material.

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

All users of photocopiers 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 or 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 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

Please ensure you are aware of the law.