

These terms are established in conjunction with the *'Special Collections Access and Use Policy'*, the *'Special Collections Access and Use Procedures'*, and the UNSW and National Archives of Australia *Deed of Arrangement Under Section 64 of the Archives Act 1983* for custody and use of the John Howard Collection.

The use of cameras by users to make copies of items is permitted in the UNSW Canberra, Academy Library John Howard Reading Room. Use of devices which come into contact with an item, such as a flatbed scanner or hand held scanner that is moved across the face of documents, are not permitted.

Before taking a photograph

The first time a user wants to use a personal camera the 'Camera Registration Form', agreeing to the 'Terms of Camera Use in the John Howard Reading Room', must be completed. This authorisation is recorded on a user's Library Card for future visits. Registration is only required once, but the intention to use a personal camera must be signalled on each visit at which time the terms of use are restated by Library staff.

Taking a photograph is defined as copying under the Copyright Act 1968. It is a user's responsibility to be aware of and comply with the Terms of the Copyright Act. Please note that most unpublished manuscripts are under perpetual copyright and cannot be copied without the permission of the copyright owner. Please refer to the sections on copying on the Special Collections webpage for more information and before using a personal camera for copying.

Which items may be copied?

Items issued to a user for viewing may be photographed provided the user:

- Complies with the terms of the Copyright Act 1968 *and*
- Complies with any specific terms of deposit for manuscript collections at UNSW e.g. restrictions in copying *and*
- Copying of the item has been approved by the Library (condition of item).

When taking photographs

- Comply with the 'John Howard Reading Room Terms of Use', specifically the section on handling items.
- Do not cause damage to items e.g. by trying to force them flat or dismantling them.
- Do not use a flash.
- If using a tripod make sure it does not touch the items.
- Do not disturb other users.
- Power points are available in the reading room to recharge devices.

A library copying service is available if a user is unable to make a copy personally due to:

- A faulty personal device
- The item would be damaged
- The item is too difficult to copy e.g. a tightly bound volume obscures the edges of a page, or a file fastener covers part of a text
- The image would not be of high enough quality
- The image would have curvature

Please note the library copying service is not as timely as using a personal camera and there is a [charge](#).

Please note photocopying of items personally by users is not permitted.

Noting the source of the items photographed

It is important to record accurately the files in which photographed items are found. Citing the items correctly is important and allows a user to find them again. Library staff are not able to identify photographs taken or provide citations at a later date.

Can copies made be published?

Copies of items may only be published if the copyright owner provided permission before photographs are taken. Please note that putting photographs on a public website or blog is seen as publishing. Therefore copies taken for private research and study cannot be loaded onto public webpages.

Can permission to photograph be revoked?

Yes, permission may be revoked if records are damaged in the photographic process, or in the event a user fails to comply with these terms.

Infringement

If a user infringes these terms then the UNSW Canberra, Academy Library reserves the right to take any appropriate action including restricting future access to the Special Collections.

Before Special Collections items can be photographed by users with personal cameras Library staff will familiarise users with these terms of use. Users must fill out the 'Camera Registration Form' before using a personal camera, notify Library Staff on each visit thereafter of the intent to photograph and agree to the 'John Howard Reading Room Terms of Use'.

Terms Last Updated: 13 October 2014

By: Special Collections Curator