

## 5. Picture Library and Reproduction.

1. The RE MLA has a growing library of digital photographs and copies of items in the collection. At the present time, however, it does only hold a few hundred images from a collection numbering over a million items. This image library is currently only accessible to RE MLA staff but there is a long term aim of making sections available online.
2. We do offer a reproduction service for items in the collection, including those not yet held on the image library. However, when set against our Reading Room facilities and other curatorial priorities, this is only a secondary service - we do not have a professional photographer, studio or equipment.
3. We are only able to copy items which will not be damaged by the process and are only able to produce publishable images of flat items which are smaller than A3 (we are able to scan these). We are able to issue 'snap shot' photographs of larger 2D and 3D items but do not guarantee that these are of any reliable quality. A charge of £13.50 per image applies for all reproductions.
4. We are happy for individuals to arrange for a professional photographer to photograph items in the collection but this must be done at the Museum. Additionally, the photographer will be asked to complete an agreement ensuring that the copyright of the photograph remains in the RE MLA's ownership.
5. No images are released for use before a disclaimer or licensing agreement has been signed by the purchaser.
6. The RE MLA will photocopy material for researchers but only if it will not damage the item concerned. We are unable to copy complete works and must have a signed disclaimer stating that the purpose of copying is for research only. Prices for copying are 36p for A4 and 48p for A3 per sheet.
7. No reproduction or copying, whether digital scanning or photocopying will be undertaken unless the researcher has identified the specific material required. RE MLA staff will not research and identify pictures that answer requests for general imagery relating to a subject, place or individual. Researchers are able to view any relevant material in our Reading Rooms and make their choice in person.

8. Procedure for requesting reproductions:

- i. Identify the material you wish to have copied, either by arranging a visit to view the collection or from prior knowledge of what we specifically hold in the collection.
- ii. Complete an order form and request a disclaimer for non-commercial image use or a license agreement for publication of images.
- iii. The RE MLA will then issue an invoice for the images.
- iv. Payment should be returned with the signed and dated disclaimer or license.
- v. On receipt of payment and completed form reproductions will be made and issued either on a CD or in hard copy.

**Note: As stated above, this is not a priority service and backlogs in processing requests do occur. We advise that any orders are placed well in advance of deadlines –by at least two months.**