



Image and Copying Services

Digital Images, Photocopying, Photography, Prints, Scans

Preservation for the future is our foremost concern. Consequently copying can be carried out only if there is no risk or damage to the original, and providing also that there will be no infringement of copyright law.











Photocopies

<i>Current rate per sheet:</i>	A4	-	20p
	A3	-	30p

All copying is done by staff. This can be done on demand during quiet periods. At busy times we will process your order later and post it to you or keep it for collection. Please pay a deposit of £1.00 if collecting in person, or pay in full if the order is to be sent by post.

Restrictions on Photocopying

The following types of material cannot normally be photocopied:

-  where an alternative exists to copy from, i.e. microfilm, photograph or other copy
-  bound items printed in 1800 or earlier
-  books with a tight binding
-  any item larger than A3
-  any item with brittle, torn or fragile parts
-  books too heavy to be turned upside down
-  items tightly rolled
-  a second or subsequent sheet of a document which cannot be removed from its attachments
-  a fold-out which is larger than its covers
-  a coloured manuscript item or original artwork.

We reserve the right to refuse to copy any item in our collections where there is an unacceptable risk of damage.


In cases where photocopying is not possible a low resolution (72dpi) digital photograph can be taken by a member of staff and sent via email or provided as an A4 print. This service must be paid for in advance and cannot be done on demand. The photographs are taken by a member of staff (i.e. not a professional photographer), without using flash or special photographic lighting, and can be used for research/personal purposes only.

Current price per image: £1.50 plus a £1 administration fee for each order (extra postage & packing is charged for overseas orders)

Microfilm/fiche

If a document is available on microfilm/microfiche, then a copy will be taken from this, and will take at least one working day. Please pay a deposit of £1.00 if collecting in person, or pay in full if the order is to be sent by post.


Current rate per sheet:	A4	-	40 p
	A3	-	60 p
			Copyright


 Prompt books and other unpublished manuscripts will be copied only on completion of a copyright declaration form. Manuscript music and some other restricted materials may not be copied without specific permission from the copyright holder.


 No more than 5% of any published item still within copyright may be photocopied.

Photographic Prints

The exact size of prints can not be guaranteed as these depend on the relative negative and print sizes. Payment must be made in advance for any photographic order.

 Only items which are out of copyright or for which clearance from the copyright holder has been obtained in writing, or for which the copyright is owned by the Shakespeare Birthplace or the Royal Shakespeare Company, may be photographed or scanned at high resolution.

 The purchase of a photograph does not carry with it the right to make a reproduction of it. Images supplied may not be published without written permission of the copyright holder. Please ask for information about reproduction fees and terms and conditions.

 Payment is normally required in advance. Cash, cheques and credit cards (except Switch and American Express) are accepted. Invoices cannot be issued for amounts less than £15.00. The minimum charge for credit card payments is £5.00.

For orders from outside the UK, payment is by Sterling only or credit card. Customers from non-EU countries do not pay VAT. EU customers are asked to provide their VAT number on ordering, if applicable.

Black and White Prints (from existing negatives or digital images)

Size	Cost ex VAT £	Cost inc VAT £
7x5 in.	3.83	4.50
6x8 in.	5.53	6.50
10x8 in.	7.66	9.00
12x10 in.	10.21	12.00
16x12 in.	11.92	14.00

Colour Prints (from existing negatives or digital images)

Size	Cost ex VAT £	Cost inc VAT £
Up to A5	5.11	6.00
Up to A4	9.36	11.00

We can supply prints with matt or gloss finish.

Negatives

If no negative is held in stock and a new negative has to be made, the following prices are charged in addition to the cost of the print. Negatives remain the property of the Shakespeare Birthplace Trust.

Number	Cost ex VAT £	Cost inc VAT £
1-4	7.66	9.00 each
5-9	5.11	6.00 each
10+	2.98	3.50 each

Scanned and Digital images

Scanned images are supplied as compressed jpeg files.




Resolution	New scan Cost inc VAT £	From existing image Cost inc VAT £
Low (72dpi)	2.00	1.50
Medium (300dpi)	5.00	3.50
High (up to 900dpi) JPEG	7.50	5.00
High (10x12in) TIFF	10.00	7.50

We offer a 10% discount on orders of 10 or more images.

Images of less than 1MB can be supplied by email. Orders over 1MB will be supplied on CD with an additional charge of £3.00 per CD.

Postage and Packing Rates

For up to 5 photographs or 1 CD:

 UK Second Class	£1.50
 UK First Class & Europe	£2.50
 Rest of the world	£3.90

Publication and Copyright

Copies are normally supplied for non-commercial private study or use on submission of a signed declaration to this effect. Copying for a commercial purpose may carry a copyright fee levied by the Copyright Licensing Agency. Publication or further reproduction in any form requires permission from the Head of Library and Archive. A reproduction fee may be charged in addition to the copying cost.

Photography Using Your Own Camera

The Shakespeare Birthplace Trust Library and Archive services permit the use of personal (including digital) cameras to make copies under the following conditions:

1. The payment of a daily fee of £5 or £10 per week
2. No tripods, flash or ancillary equipment may be used
3. Prior permission must be obtained from staff for the copying of each document. Such permission may be withheld if:
 - the document cannot be copied without risk of damage
 - there are insufficient staff to supervise such copying
 - such copying may disturb other users
 - there are specific copyright restrictions which prevent such copying

NB: This restriction applies to all unpublished material owned by the Royal Shakespeare Company.
4. A copyright declaration form must be signed for each document copied, limiting the use of such copies to non-commercial private study and research and preventing further reproduction of the image in any form.
5. A statement, reserving copyright in the item copied and prohibiting the making of further copies without the consent of the Shakespeare Birthplace Trust, must be placed within the frame of each copy.
6. A high quality image will have to be later obtained from the Shakespeare Birthplace Trust, and permission granted under the normal terms and conditions, if the image is to be reproduced in a published work (including website publication), exhibition or broadcast.

Search fee

The Shakespeare Centre Library will charge £30 research fee for any commercial work carried out by its staff which takes over 30 minutes, including the identification of materials (photographs, documents, books, etc.) for copying. For non-commercial research a £15 fee applies under the same conditions.

For any queries on Image and Copying Services please contact us.