



## Terms & Conditions of Self-Service Copying

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.

Items can be copied for the purposes of research or study. The use of personal copying devices including cameras, smart phones and iPads is permitted. Flatbed scanners and hand-held scanners that move across the face of documents are not permitted.

UNSW Canberra Special Collections supplies a **self-service scanner**. Researchers are asked to bring and use their own USB drive if they intend to use the scanner.

### Before using a copying device

The intention to use a copying device must be signalled on each visit at which time the terms of use are restated by Special Collections staff. Scanning and taking photographs of items are defined as copying records 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 Please note that most unpublished manuscripts are under perpetual copyright and can be copied only with the permission of the copyright owner.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 copying device.

### Which items may be copied?

Items issued to a user for viewing may be copied 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 archivist (condition of item).

### When using a copying device

- 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 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 copying service is not as timely as using a personal device or the self-service scanner 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 copied items are found. Citing the items correctly is important and allows a user to find them again. Special Collections 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 copies are made. 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 copy be revoked?**

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

### **Infringement**

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

***Before Special Collections items can be copied by users with copying devices Special Collections staff will familiarise users with these terms of use. Users must notify Special Collections Staff on each visit of the intent to copy and agree to the 'John Howard Reading Room Terms of Use'.***