



# Girton College Library & Archive

Cambridge CB3 0JG

Archive telephone: 01223 338897 | email: [archive@girton.cam.ac.uk](mailto:archive@girton.cam.ac.uk)  
Special Collections telephone: 01223 338970 | email: [library@girton.cam.ac.uk](mailto:library@girton.cam.ac.uk)  
<http://www.girton.cam.ac.uk/library/archive-and-special-collections>  
Registered charity number: 1137541

## Form 2: Copying and publishing charges and regulations

### Copying charges and regulations

#### Copying material

Material from our collections may be copied if:

- UK legislation (e.g. copyright law and data protection regulations) permits it
- The depositor of the material has not placed restrictions on the copying of the material
- Copying the material will not damage it (for example, material that is too fragile, or too tightly bound or too large will not be copied)

**Please note that we are unable to undertake large copy orders.**

Please note we will only provide scanned copies of photographs – we do not photocopy our photographic collections.

#### Copying Charges

Photocopies – by staff only		Digital copies – by staff only	
Per print (A4 hardcopy, b&w only)	£0.50	Per image/document (sent via email/electric transfer only)	£1.00
Per print (A3 hardcopy, b&w only)	£0.60	Administration fee per digital copy order	£7.00

Please note there is a minimum charge for invoiced orders; see below.

#### Own copies

You may be able to take copies with a digital camera for your own research or private study for a daily charge. This service is at the discretion of our staff and you must inform us that you would like to take your own photographs prior to your visit. You must complete *Form 3: request for copies*. We may ask to see and/or ask for copies of the images you have taken. All photographs must include an identification slip which we will provide. The use of tripods, flash and handheld scanners are not allowed.

Daily charge £5.00

#### Staff Time

For complex copy orders a charge may be made for staff time. This includes time taken to identify the material, as well as the copying of it.

Fee for each 15 minutes' work £12.00

Please note Girton College Archive and Special Collections is unable to offer a research service.

#### Postage and packing

You will need to pay the cost of postage and packaging for most orders – we can supply a quotation on request.

#### VAT

All prices include VAT at the standard rate. The College's VAT number is 214 2448 93.

#### Ordering copies

Please complete *Form 3: request for copies* if the copies are for private, non-commercial use. If you are requesting copies for publication or dissemination, please complete *Form 4: request to publish or disseminate*. Please return your completed form to the Archivist/Librarian.

#### Paying for copies

If you are visiting in person you will need to pay cash for any copies you request, as the Archive/Special Collections does not accept debit or credit cards.

If you are requesting copies remotely, you will be invoiced. There is a minimum charge of £5.00 for invoiced orders. We will only send your copies once we receive your payment.

- For payment by bank transfer we will provide full details. Please note that this form of payment can take several days to clear.
- For payment by debit or credit card you will need to contact the College Bursary – we will provide full details. Please note payment by UK debit card is free, payment by all other debit or credit cards will incur a 2.25% handling charge. We are unable to accept American Express Cards.
- Cheques should be made payable to: GIRTON COLLEGE. We can only accept cheques in Sterling drawn on an UK bank.

**The supply of a copy does not carry with it the right to publish or disseminate it in any form, or pass it onto a third party. If you want to publish material from our collections you must complete *Form 4: request to publish* and we may charge a publication fee.**



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## Publishing charges and regulations

### Requesting to publish or disseminate material from our collections

You must complete *Form 4: request to publish or disseminate* and return it to the Archivist/Librarian. By completing the form you agree to the following terms and conditions:

*Please note:*

*The use of 'publication' below covers all publications, printed or electronic, and includes broadcasts, websites, exhibitions etc.*

*The use of 'material' below includes both images of and quotations from any material in our collections.*

1. You **will not** publish material from the College collections without the explicit permission of the College.
2. **Permission to publish** and the fee payable only cover the specific occasion detailed on your original application form. The rights granted are non-exclusive. You must complete a new form and pay a further fee for all reprints, further editions, or use of material other than for the purpose for which permission is granted. This also applies to broadcasts where permission is given only for the broadcast detailed on the form.
3. The College requires that any publication right created by the publication of previously unpublished, out of copyright material be assigned back to the College.
4. Material in the College's collections is covered by UK copyright law. Ownership of copyright is not the same as physical ownership: College may own material but not the copyright in it. For any material in copyright, copies can only be supplied for publication if you have obtained written consent from the copyright owner. **A copy of this written consent must be sent to the College. It is your responsibility to locate and contact the copyright owner.** The College usually charges a reproduction fee for the use of any material from its collections, regardless of whether or not the College owns the copyright.
5. In accordance with **GDPR and the Data Protection Act** copies of photographs can only be supplied for publication if you have obtained written consent from identifiable living individual(s) (the data subjects) featured in the photograph(s). **A copy of this written and signed consent, along with proof of their ID, must be sent to the College. It is your responsibility to locate and contact the data subject(s).**
6. All material must be **credited *The Mistress and Fellows, Girton College, Cambridge.***
7. Where only **part of a work** is reproduced, the word 'detail' must be included in the caption.
8. You shall ensure that the publication displaying the material carries a strongly-worded copyright notice. It must acknowledge the rights of Girton College and also the copyright holder if different. It should state in all relevant languages that the contents are protected by UK copyright law.
9. You shall be responsible for ensuring that any third party distributor or producer of the publication shall be bound by these terms and conditions.
10. The cropping or manipulation of the image is not allowed without the express permission of the College, and any such alterations to the presentation of the image must be acknowledged alongside the image.

### Fees for publishing copies

In the case of certain publications, the publication fee may be waived. The College's decision regarding publication fees is final. Where the publication fee is waived, the College requires that a copy of the publication is sent to the Library.

Type of publication	Definition of rights		
	One Country One Language	World Rights One Language	World Rights All Languages
Books, periodicals, and all forms of electronic publishing, film/broadcasts/DVD, exhibitions, etc.	£50	£100	£150
Website	-	-	£150
Academic / educational rate	£25	£50	£75

All prices include VAT.

### Fees for quoting text

The College may charge a fee for quoting text from material in its collections. Where the College owns the copyright of published material, there will be a fee for anyone wishing to reprint that material. A quotation can be supplied on request.

### Fees for filming material in the Library and Archive

Filming within the Library and Archive requires the permission of the College. A quotation can be supplied on request.