



Self service photography of records in The National Archives of Scotland

Terms and conditions

Self service photography is permitted in the West Search Room for a 3 month trial period from 4 May 2010. Please note that the Historical and Legal Search Rooms at General Register House are not included in this trial. There is no charge for this service.

Reader's Ticket holders may make copies of records viewed in the Search Room with their own cameras*, subject to the following terms and conditions:

- **The Search Room Officer must be consulted on every occasion to determine whether there are any copying restrictions and ensure that the material is robust enough for this process.**
- **Flash photograph and tripods are not permitted**
- **Sound must be switched off at all times**
- **Care should be taken to avoid disturbing other readers**
- **Items must be handled with care at all times and laid on the tables, or camera stand provided, for copying.**
- **Only standard Search Room weights and supports should be used to hold records in place. Folding, smoothing or any action which may damage the record is forbidden.**
- **Readers should be aware that it is their responsibility to use images taken in accordance with copyright legislation. Please refer to our leaflet "Copyright in the National Archives of Scotland: Guidance for Users" available at: <http://www.nas.gov.uk/searchrooms/copyright.asp> or ask staff for a copy.**

* any photographic device may be used provided flash and sound facilities can be switched off and they are used in "still photography mode". All types of scanners are not allowed for preservation reasons.