

UNIVERSITY OF SUNDERLAND
THE MURRAY LIBRARY SPECIAL COLLECTIONS
REPROGRAPHICS AND PUBLICATION POLICY

Introduction

The Murray Library Special Collections is part of the University of Sunderland Library Services and is housed in the Special Collections Room in The Murray Library. Catalogued material in Special Collections can be consulted in the Special Collections Reading room. The Special Collections is open to all who wish to use it (subject to the Reading Room regulations and any legal restriction). No formal connection with the University is necessary.

Requests for copies

Staff will work with users to provide suitable copies of material where possible. Any user wanting a copy should discuss their request with staff and will be required to complete a copying order form, which includes a copyright declaration form.

There may be a charge for any reprographic work undertaken by staff for users to reflect the cost of the process and staff time.

Some material may not be available or suitable for copying either because of physical format or condition or for copyright reasons.

Copying

To minimise the possibility of damage during photocopying, only members of staff can photocopy material.

Digital or other cameras may be used in the Special Collections Room provided:

- staff on duty have been consulted and given permission
- a copying order and copyright declaration form has been completed
- photography (or preparations for photography) will not damage the material in any way
- photography (or preparations for photography) will not disrupt working conditions for other users. If necessary, a separate visit will have to be arranged at a convenient time to ensure proper level of supervision.
- the photograph includes a copyright notice.

Publication

Photographs for exhibition or publication, including on the Internet, must have written permission in advance from the Director of Library Services, University of Sunderland who can be contacted through Special Collections Room, The Murray Library, Chester Road, Sunderland SR1 3SD or email: collections.murray@sunderland.ac.uk.

The user needs to make a written application for permission, giving:

- a brief description and the reference number(s) of the archives or records in question,
- a summary of the exhibition/publication/website,
- duration of exhibition/deadline for publication

- whether the enterprise is commercial (with details of scope, publisher, expected print run etc, if it is commercial)
- preferred format for copy if applicable.

The user is responsible for clearing copyright and ownership issues of any copy to be exhibited or published. Staff will give assistance within reason.

Any copy exhibited or published must include the following information:

Copied by permission of the Director of Library Services, University of Sunderland (and any copyright holder/owner), brief description, reference number(s).

There may be a reproduction charge, although this may be waived in favour of one or more copies of the publication given to the University of Sunderland's Library Services.