

## Copying Records

IOMPRO offers a number of methods of copying records for private research purposes. Copies will only be supplied in line with copyright legislation and, where applicable, with the permission of the department that controls the records. Where copies are supplied to you by the Isle of Man Public Record Office, you may be asked to sign a copyright declaration form.

If copies are required for publication, please discuss this with the archivist on duty as soon as possible. Any use of copies for commercial purposes is forbidden without the express permission of the copyright holder. Please contact us for further information.

IOMPRO will not copy records if we believe it is likely to damage them. We reserve the right to copy records using the method that will minimise the risk of damage to them. We usually create copies from surrogate records, if they are available, in order to preserve the original.

### **1. Scanned images provided by IOMPRO**

Black and white scanned images of records up to A3 in size can be produced by IOMPRO in TIFF or PDF format. They can be emailed or printed out. If a large number is required, please discuss the best supply method with the archivist on duty.

### **2. Photocopies**

Black and white photocopies in A4 or A3 size are available. However, many of our records cannot be photocopied because they are tightly bound, fragile or too large. In these cases, we may be able to print out a scanned image instead.

### **3. Photographs provided by IOMPRO**

As photography can be time-consuming for staff, we prefer readers to take their own photographs (see next section). If this is not possible, IOMPRO staff will only offer to photograph records if they cannot be scanned or a colour image is required. Completion time will depend on staff availability and the images provided will be reference-quality only. We are unlikely to be able to photograph large numbers of items. Photographs are available in JPEG format and can be emailed.

### **4. Photographs or scanned images taken with your own device**

Readers may take still photographs or scans of records providing they meet the following conditions:

- Readers must consult the archivist on duty before photography/scanning records. The archivist will assess the condition of the records to ensure they will not be damaged by photography or scanning.
  - The records are open access or written permission has been obtained from the department that controls the records.
  - Copyright legislation is not breached. Please note that the Isle of Man Public Record Office does not confer permission for the self-service photography/scanning of any copyright work. We recommend you seek your own legal advice if in doubt.
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- The device does not disturb others in the reading room and poses no threat to their safety.
  - The flash is disabled and use of the device poses no threat to the records. For this reason, wand scanners, which are dragged along the surface of documents, are not permitted. We reserve the right to refuse the use of any device. Please contact us in advance of your visit if you wish to bring a scanner.
  - Records are handled carefully and supported by appropriate aids, such as foam wedges and weights. If the record is problematic to photograph or scan, for instance, it is tightly bound or fastenings obscure part of the record, do not tamper with the record. Please ask the archivist on duty for assistance.

It is advisable to keep a note of records you have photographed or scanned in case you wish to cite a record or request it again. For instance, the document request form can be photographed along with the record.

## **5. Fees for copying services**

We charge a fee for copies, scans and photographs that are produced by us and supplied to you. Our current fees are outlined in Information Sheet 2, which is available on our webpage, in our reading room or by contacting us.

Payment for scans and photocopies can be made in cash or by cheque payable to 'Isle of Man Government'. Unfortunately we are not able to accept payment for scans or photocopies by debit/credit card.

There is no charge made if you wish to take photographs and scans with your own device (this is permitted for personal use only and subject to the conditions set out in section 4 above).

## **6. Contact details**

If you would like further information, please contact the IOMPRO on 01624 693569 or email us at [public.records@gov.im](mailto:public.records@gov.im).

### **Isle of Man Public Record Office**

Unit 40A Spring Valley Industrial Estate, Douglas, Isle of Man, IM2 2QS

**Website:** <http://www.gov.im/pro>

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