

**Self service copying of records: terms and conditions**

Users who have requested records at The British Postal Museum & Archive, may make copies of these records themselves with their own cameras providing;

1. they follow The British Postal Museum & Archive's guidelines for self service record copying, and the handling records rules, which are designed to prevent damage to records. They may not use tripods or flash photography.
2. they observe conditions designed to safeguard copyright. The British Postal Museum & Archive does not authorise the making of any copies by users or the subsequent use of them except as set out below. Users are responsible for any copyright infringement.

**a. Copies of records in Crown Copyright**

Most of the records held by The British Postal Museum & Archive are in Crown Copyright. There are no restrictions on the use of copies for non-commercial research or private study. Copies, and copies of those copies, may also be made and used for education purposes: this covers both teaching and preparation for teaching and/or examination by either teacher or student.

The use of copies for publication (including website publication), exhibition or broadcast or any other purpose requires permission. In the first instance please contact The British Postal Museum & Archive, Freeling House, London, WC1X 0DL. Email [info@postalheritage.org.uk](mailto:info@postalheritage.org.uk). A publication fee may be payable.

**b. Copies of records not in Crown copyright**

There are no restrictions on the use of copies for non commercial research. Private study, or education (as defined above) within the limits set in UK Copyright Law.

The use of copies for publication (including web site publication), exhibition or broadcast or any other purposes requires permission from:

- i) the current owner(s) of copyright in the original document. Users are responsible for identifying the current owner(s) and for obtaining any permission required and are liable for the consequences of any copyright infringement
- ii) The British Postal Museum & Archive (as above). A publication fee may be payable.

The User Services Archivist will give further information on request.

I have read these conditions and accept my responsibility for any copyright infringement

Name (please print)

Reader ticket

Address

Phone/email

Date

Signature

Authorised by

Record amended on CALM