



Record User Guide

The Priaulx Library makes available to its users, a wide range of information sources: these include newspapers; journals; photographs; Billets d'Etat; copies of civil birth/marriage/death records and church records. Whilst these records may be freely consulted by visitors to the Priaulx Library: *copying* of such records is subject to certain restrictions.

Copyright Guidelines 2015

The following items are subject to copyright:

- ✓ Any book, newspaper, journal or collection of material of unknown authorship that was published after 1944 (1939 for newspapers)
- ✓ Any book, newspaper or journal/periodical article or other document, published or unpublished written by an author who is still living or who died after December 31st 1944 (1939 for newspaper articles)

Local examples:

- ✓ La Société Guernesiaise Transactions and other local periodicals, (in which the author died after 1944)
- ✓ Orders in Council and other Acts of Parliament subject to Crown Copyright published after 1889
- ✓ Newspapers published after 1939 (i.e. Guernsey Evening Press, Star, Weekly Press)

- ✓ Billets d'Etat, Projets de Loi, Ordonances etc. published *after* 1964

Libraries are permitted to copy copyrighted material in accordance with these guidelines:

- ✓ *One* article from a single periodical
- ✓ *One* chapter from a single book or other published work
- ✓ *One* A4 size page from the 1979 Ordnance Survey map

As long as:

- ✓ Not more than *one* copy is supplied to the reader
- ✓ The copy shall *only* be used for private study or a non-commercial purpose.
- ✓ The client will sign a declaration to this effect

Photocopying Charges

- ✓ 30 pence per A4 sheet (b/w) and 60 pence per A4 sheet (col)
- ✓ 50 pence per A3 sheet (b/w) and £1.00 per A3 sheet (col)
- ✓ High volume photocopying £5.00 per half-hour of staff time

Civil Registration Records

The copyright of all civil birth; marriage and death registers is vested in The Greffe as a department of the States of Guernsey.

Church Records

Copying of Church records is permitted when the records to be copied are relevant to a specific research enquiry

- ✓ Records copied must be intended for personal research
- ✓ The information contained in copied records may be disseminated as a family tree
- ✓ The copyright of the printed indexes to the Church records and Civil registers remains with the Family History Section of La Société Guernesiaise
- ✗ Copied Church records may *not* be reproduced in bulk or posted on the internet

Printouts from microfilm records

- ✓ Printout of entry: £2.00
- ✓ Printout of page from Civil Registration microfilm index: £1.00

Family Files

The family files held by the Priaulx Library contain research which has been commissioned by library clients who have paid for research to be done on their behalf. The copyright for this material remains with the Priaulx Library. Library users may consult the family files subject to the following conditions:

- ✓ The material contained in these files is used for personal research purposes only

- ✓ The library user has not previously been supplied with a copy of that information
- ✓ The copyright declaration form attached to the family file is signed by the reader each time the file is requested

Newspapers

Newspaper articles may be copied subject to the general **Copyright Guidelines**, (see above). Whenever practical a scan will be taken from the microfilm version of the newspaper in order to avoid unnecessary handling of original newspapers.

- ✓ Printout or digital scan of newspaper article from microfilm £2.00
- ✓ Overhead scan of newspaper article – only undertaken when the microfilm is unsuitable or unavailable (maximum size: A2 scan to USB only) £1
- ✓ Newspaper reproduction (Off-site)
 - ✓ 1 page £ 6.00
 - ✓ 4 pages £24.00
 - ✓ 6 pages £31.00
 - ✓ 8 pages £38.00
 - ✓ 10 pages £45.00
 - ✓ 12 pages £52.00
 - ✓ 14 pages £59.00
 - ✓ 16 pages £66.00

Photographs

Photographs/images held by the Priaulx Library may be copied subject to the general **Copyright Guidelines**, (see above). Images will be supplied in the requested format whenever possible but the Priaulx Library reserves the right to supply an image in an alternative format or to refuse to reproduce the item if this would prove detrimental to the condition of the original.

- ✓ Carel Toms Collection – copyright is owned by the Priaulx Library
- ✓ Images will be supplied in the format requested whenever possible
- ✓ If the image is required for commercial or publishing purposes, the customer will complete a 'Use of Image application form' and pay the required fee
- ✓ All published images to be accompanied by the words “© **The Priaulx Library, Guernsey**”
All copyright restrictions will apply

Reproduction of images: list of fees

Use	Terms	Fee
Personal research/non-commercial	Single image – Digital/hard copy	Usual copying fee
Charitable/educational use	Single image – Digital/hard copy	£10.00*
Commercial books/magazines	Print run fewer than 15,000	Quarter-page/less £30.00 Half-page £50.00 Full-page £100.00 Front cover £150.00
Commercial books/magazines	Print run more than 15,000	Half-page £75.00 Full-page £120.00 Front cover £200.00
Newspapers	All sizes	£40.00
Television	All transmissions within one calendar year	£100.00
Electronic (incl. website)		£100.00
Displays & Exhibitions	Single image	Business premises £10.00 Galleries/Museums £20.00

Requesting printouts, images etc

- ✓ Complete a Record Copying Order form and hand it in at Reception
- ✓ Records will be copied in the order in which request are received

Digital Camera Permit

A digital camera permit may be purchased from reception. This allows the photograph of the Library interior for one half-day. All photographs taken are subject to the general **Copyright Guidelines**, (see above). In addition the following conditions apply:

- ✓ Fee for one full day £6.00
- ✗ Excludes Census, Parish and Civil Registers and indexes – Please contact a staff member if you require copies of these