

# HEREFORDSHIRE ARCHIVE SERVICE

## PHOTOCOPYING GUIDELINES

The main responsibility of the Record Office is to preserve the records in our care so that they will be available to our users for research now and in the future. Many records can be photocopied but in some cases this is not possible because copying is likely to cause damage to the documents. For this reason we try to provide microfilm or fiche of our most used documents so that copies can be taken from these rather than the originals.

Some items that may **NOT** be photocopied include –

### **Large Documents**

Items larger than A2 size (594mm x 420mm) which overhang the photocopier. There is an A2-size board kept by the photocopier so that you can check the size of any particular item.

### **Seals**

Documents with wax seals, which become brittle with age and are damaged easily.

### **Multiple Membranes**

Documents made up of multiple sheets fastened together at one edge or corner. To prevent putting strain on the area where they are fastened together, only the top sheet may be copied.

### **Tightly Rolled or Fragile Documents**

In a case where documents have been tightly rolled it may be impossible to flatten them for copying without causing damage and some other documents are simply too fragile to copy because of their age or damage in the past. If you are in any doubt please seek advice from a member of staff.

### **Some Volumes**

Some volumes, although within the size limit, may be too heavy or too tightly bound to copy without damage. Please seek advice from the staff. You should never press down on the spine of a book in order to obtain a better copy, as this will break the binding.

### **Parish Registers**

Most parish registers are available on microfilm from which copies should be taken. In the case of registers that have not been filmed we are happy for you to consult the original registers, provided you handle them with care, but you will not be able to take photocopies from them.

### **Photographs**

As the chemical makeup of photographs is damaged in the photocopying process, we do not permit any original photograph to be photocopied more than once. Please ask staff for advice.

### **REMEMBER**

If you cannot take a photocopy all is not lost. You may care to consider tracing or photography as alternatives. If you have any questions or special requirements our archivists or conservator will be happy to discuss them with you.