



Government of **Western Australia**
Department of **Culture and the Arts**
State Records Office of Western Australia

Information Sheet

PHOTOGRAPHING ARCHIVES

Due to the fragile nature of many archives, the State Records Office of Western Australia (SRO) encourages the use of photography as a means of copying. To enable clients to take copies of material in the State archives collection, the State Records Office has provided a camera, computer and copystand for public use. The camera uses a computer program which allows clients to view the copies they are making on the monitor, as they take the image. Images may then be saved to a portable USB drive or burned to CD for printing at a later stage. USB drives and CDs are available for purchase in the SRO.

Clients are also welcome to use their own cameras in the Search Room, although they cannot be connected to the Copy Centre.

- 1) **Copying must comply with the Copyright Act, 1968** - The Australian Copyright Council's website contains information on photocopying in libraries and archives (www.copyright.org.au) Please refer also to the separate Information Sheet on copyright as applied to records held in the State Records Office.
- 2) Copying is generally allowed for the purpose of private research and study only. If copies are to be used for a publication, including in distributed reports, an exhibition or display or on a website, other conditions will apply. For example, permission will have to be requested from the agency or person with whom copyright resides. Please request further information if you wish to use the photographs in a publication or for other public use so that the owner of the copyright can be determined.
- 3) The SRO takes no responsibility for damage to personal or privately owned equipment used in the SRO.
- 4) The use of flash or additional lights is not permitted. The ambient light in the Search Room is around 500 – 700 lux. The longer a record is exposed to high light levels the faster it deteriorates.
- 5) Items larger than A2 must be referred to SRO staff for copying as a public order.

For your own safety –

DO NOT STAND ON THE CHAIRS TO TAKE A SHOT FROM A HIGHER ANGLE.

The SRO will not undertake photocopying, or allow photocopies to be made.