

Public Access Policy: Use of Personal Cameras

1. Policy Statement

This policy allows for the copying of public records by researchers using personal cameras in the Public Search Room. This policy is to be read in conjunction with other Public Access policies and is subject to the *Public Records Act 2002* (Queensland) and the *Copyright Act 1968* (Commonwealth).

2. Policy Objective

The objective of this policy is to provide guidelines for the use of personal cameras to copy public records issued to researchers in the Public Search Room. The policy also provides information on equipment which is excluded and information about records which may not be able to be copied for preservation reasons.

3. Policy Scope

- 3.1 This policy applies in the Public Search Room at Queensland State Archives and applies to all researchers, including officers from government agencies. Personal copying is permitted for private research and study only.
- 3.2 This policy allows for the use of digital cameras and film cameras. This policy excludes the use of flash photography, tripods and scanning equipment. For privacy and security reasons, recording equipment such as camcorders, and cameras housed in mobile phones are not permitted. Mobile phones are not permitted in the Public Search Room, but may be used in the Readers' Lounge.

4. Equipment provided under this policy

Queensland State Archives provides the following equipment for use when copying public records.

- 4.1 Camera stand for use when copying records up to 50 cm x 450 cm
- 4.2 Adjustable copying table to be used when copying oversized items

Please do not place the records on chairs or the floor for copying. Please be aware of your personal safety at all times.

5. Policy Guidelines

- 5.1 Generally, any public record issued to a researcher may be copied. At all times, researchers are required to handle documents carefully and any necessary preservation supports to assist with copying are available from the Reference Archivist.
- 5.2 However, in some circumstances copying will not be permitted. When it is thought that copying will cause damage to the record, or where the record is already fragile, advice must be obtained from the Reference Archivist. Public Search Room staff will monitor personal copying to ensure the preservation of the public record.
- 5.3 When personal copying is not permitted, fee-based copying services may be provided by Queensland State Archives.

- 5.4** Queensland State Archives takes no responsibility for the quality of images copied by researchers with personal cameras and does not provide printing or computer facilities for these images.
- 5.5** The Department of Employment, Economic Development and Innovation (DEEDI) is responsible for the administration of Crown Copyright and other intellectual property in the Queensland Government. Permission to use copies of public records for any purpose other than private study and research must be obtained from:

Science policy and commercialisation

Administrator (Crown Copyright and other Intellectual Property)

Phone: +61 7 3224 7891

Fax: +61 7 3237 0320 .

Email: crown.copyright@qld.gov.au

Researchers are also requested to read Copyright notices located in the Public Search Room.

- 5.6** Information relating to the citing of public records is contained in the Public Access Brief Guide: *Citing Archival Records* available in the Public Search Room or on the Queensland State Archives website <http://www.archives.qld.gov.au>

6. References

This policy must be read in conjunction with the *Conditions of entry to the Public Search Room* located on the *Reader's Ticket Application* form.

Approved by: State Archivist

Approval date:September 2008