



## Guidelines for Access to Documentary Heritage Material

1. Material may be viewed only in the Reading Room and must be handled with care. Supports and tools (pillows, cradles, page-weights etc.) must be used if supplied.
2. Eating and drinking are prohibited.
3. Bags, coats, and other personal belongings should be stored in a locker.
4. Only pencils may be used to take notes.
5. Surrogates of fragile and restricted materials are issued in preference to originals, which would be issued only at the discretion of Documentary Heritage staff.
6. Copying, personal photography and Image Orders:
  - a. All copying must comply with the New Zealand Copyright Act 1994.
  - b. Copies are generally provided solely for the purposes of private research; the sale, letting for hire or reduplication of such copies is prohibited by the Act.
  - c. Personal photography:
    - i. Researchers may take photographs of material (for private research purposes only) using their own equipment, but such images cannot be published, displayed in public, or transmitted via any electronic medium without permission.
    - ii. Flash photography is prohibited, and camera sound effects must be disabled.
    - iii. Researchers undertaking personal photography accept full responsibility for determining if it exceeds the limits of fair dealing as outlined in the Copyright Act, which prohibits the sale, letting for hire or reduplication of such images.
7. Original material may be photocopied by staff only, at their discretion.
8. An Image Order may be requested where photocopying is not possible or if personal photography is insufficient, or if images are required for publication purposes.
9. In certain cases, terms of donation or other conditions may outright prohibit copying.