

Copying Policy

1. Introduction

This policy covers the copying of material for remote users, personal use, or publication.

2. Permission to copy

Permission may be granted depending on:

- A statutory of legal reason that prevents access.
- Any copyright restrictions
- Any restrictions placed on material when deposited
- Our responsibilities as custodians

3. Permission to publish

You need our consent to publish any copy that you have made or obtained. Publication includes sharing on a website or on social media or distributing in any form.

A 'Reproduction Permission' form will need to be completed and fees will be outlined. We will also let you know about wording that you should use to credit St Helens Archive Service and others accordingly.

4. In-person copying

A single copy of a document or publication for non-commercial research and private study is normally permitted.

Staff can advise if a document is not suitable to be copied. Researchers will be required to purchase a photography permit, complete a copyright declaration form, use weights or other equipment and refrain from flash photography.

5. Remote copying

If you are unable to visit, archive staff can digitise material on your behalf, or research a document for you (see our [Fees and Charges](#)).

Alternatively, you can instruct an independent researcher to research or photograph material on your behalf.

6. Large format documents

Digital photographs can be provided of large format documents, there is a charge for this.

7. Microfilm and microfiche

Microfilm scanners are at Eccleston and Newton-le-Willows Library. Copies can be saved or printed through the library printer, subject to a fee.

Version date	May 2024
Date of review	May 2026