



Copying Policy

February 2017

Our Mission

The West Yorkshire Archive Service exists to preserve the past, serve the present and protect the future. We do this by collecting and looking after the unique documentary heritage of the region and by helping members of the public use and enjoy these records.

Preserving the past, serving the present, protecting the future

Our Vision

To provide a welcoming and engaging service that will inspire people to use the archives of West Yorkshire, enabling them to celebrate their identity and understand their past, present and future.

Aim

This policy explains the underlying principles concerning the copying of original archives, publications and other material held at West Yorkshire Archive Service and the restrictions on doing this.

Scope

West Yorkshire Archive Service collects and looks after records which make up the unique documentary history of the region. It makes these available to the public in a variety of ways. These include making and supplying copies of documents for the purpose of private study and research, for publication and to serve the needs of remote users.

For further details on ordering copies and our fees and charges see our [User Guide 5 – Fees & Charges](#) and [Copying Services](#) information sheet.

Permission to copy

Whether in response to requests from users, or for its own activities, WYAS considers the following when making decisions about copying items from its collections:

Copyright law

The relevant statute in the UK is the [Copyright, Designs and Patents Act 1988](#).

- WYAS will provide copies only if copyright law will not be breached.
- Single copies of most archive documents may be provided for private study or non-commercial research.
- Publication or further reproduction is not permitted without the consent of the West Yorkshire Archive Service and, where appropriate, the depositor or copyright owner. An additional fee may be payable.
- WYAS will seek to raise any intellectual property rights issues of which it is aware relating to requests to publish, or otherwise disseminate, material from its collections.

For more information on copyright go to the Government's [Intellectual Property office website](#).

Data protection

The Data Protection Act 1998 aims to protect a living individual's rights in respect of personal data. WYAS will let you know if there are limitations placed on copy requests due to the need to protect an individual's personal data.

Data protection is particularly relevant for records such as school records, adoption, probation, police and prison records, but sensitive personal data may appear in many collections.

Freedom of Information

Where exemptions under the Freedom of information Act 2000 apply, sections of a copy may be redacted or information may be provided by transcript.

The rights of donors and depositors

Many of the documents in WYAS's collections are owned by individuals and private and public bodies. These owners (depositors) may specify that their permission is needed before their documents can be copied. Sometimes people who have given documents to WYAS (donors) specify similar restrictions. WYAS will let you know if this is the case.

WYAS core responsibilities

The service is committed to caring for and providing access to the collections in its care, both now and in the future. To ensure the preservation of the unique and irreplaceable material the service looks after only methods of copying that are suitable for the nature and condition of the item concerned are allowed. WYAS will restrict copying when plans for using the copy in a publication or otherwise disseminating it could put the sustainability of the service at risk.

Commercial agreements

WYAS sometimes works with commercial partners to supply indexed digital copies of specific collections online on a pay-per-view basis. The terms of these arrangements and 'Publication Right' may restrict further commercial access to the same material.

Getting a copy

In most cases it is possible for copies to be made, subject to the considerations above. However, in the case of items which are still in copyright, copying is only legally permissible according to specific 'fair dealing' regulations and exceptions. These stipulate that the copy is supplied solely for the purpose of non-commercial research and private study, that only one copy can be supplied and that correct acknowledgement is made.

In all cases copies are supplied subject to the completion of a copyright declaration and agreement accepting in writing WYAS's conditions for the making of copies.

Those who would like to undertake a large amount of copying should contact the service for further advice.

For more details about how to get copies and our fees and charges please see our [User Guide 5 – Fees & Charges](#) and [Copying Services](#) information sheet.

Certification

Where official certification of documents is required for legal reasons:

- An additional fee is payable.
- Archives are stamped and signed by a member of archive staff to verify that the copies are a true and accurate copy of the original.

Permission to publish

Copies are supplied and photography permitted strictly on the condition that written permission will be sought from WYAS when the items copied are required for reproduction and publication.

When the service receives your request you will be informed of any copyright, depositor or other conditions that apply. You will also be notified of the correct wording for the acknowledgement.

Reproduction and publication permission charges will often apply to the use of material from WYAS collections, especially where that use is commercial.

WYAS will make every effort to remove copies which it has not authorised or which infringe copyright.

Media

WYAS welcomes the use of archive collections by the media, subject to the conditions above. Charges may apply where special access facilities are needed.

Our commitment to you

- Every effort will be made to produce good quality copies.
- Copies will usually be dispatched within ten working days from the receipt of a completed order form and payment.
- Large or microform orders may take longer to process and a member of staff will keep you informed.
- If you have any questions about this policy please contact one of our offices or speak to a member of staff who will be happy to advise you further.