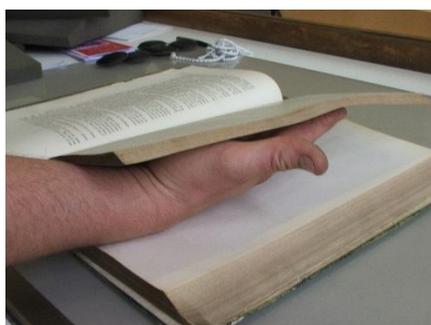




Copying practices affect preservation

This sheet will explain:

- some pros and cons of copying;
- when copying may or may not be appropriate;
- benefits of a copying policy.



Copying tips

Reduce the physical impact of copying on items by planning the process from beginning to end. Find out if a copy exists already or an alternative is available. In advance: bookmark pages required with archival slips; package items for example by inserting them into archival transparent sleeves; assemble book rests etc. and clear the relevant space to work. To minimise handling, use dummy items to help set up equipment and adjust settings. Keep notes of what has been copied to avoid repetition either during the copying session or later. Check the images before putting the items away.

Copying archive material has both risks and benefits for its long term preservation. The handling and light exposure required during copying can be detrimental and cause cumulative damage; however, using a copy of a fragile document instead of the original will protect it from unnecessary handling and damage.

When copying may be suitable

- When items may be frequently accessed;
- When items are required for displays;
- When items are required for remote access.

Items which may be unsuitable for copying

- Items larger than the scanner or copier bed and will be unsupported;
- Volumes with fold-outs that are larger than their covers- these are extremely vulnerable to tearing;
- Torn and brittle items;
- Volumes with broken sewing or loose pages;
- Volumes with tight bindings difficult to open out flat;
- Parchment;
- Items affected by heat and light.

Photography

Photography is often the least damaging method of copying, suitable for volumes that are tightly bound or items which are large or fragile for example. Use book rests, weights and supports to hold items in position without placing strain on them.

Copying policy

A copying policy should layout your approach to the copying of your original archives. A policy with both collection care and copyright elements will aid and support case-by-case decision making. The copying policy should be endorsed by, be familiar to and be accessible to everyone. The policy can then inform specific guidelines which detail processes and good practice tailored to your organisation.