



# Durham County Record Office

## Copying Policy

### 2018 to 2021

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# Durham County Record Office

## Copying Policy

### 1. Purpose

- 1.1 Our copying policy exists to ensure that our collections are properly managed and preserved and made available in the most appropriate manner. It should be read alongside our other policies, in particular our Digitisation Policy and our Access Policy.

### 2. Context

- 2.1 Durham County Record Office is the statutory local authority archive service for County Durham. We also act under agreement as the archive authority for Darlington Borough Council and as the Durham Diocesan Record Office for Parish Records. DCRO is appointed as a place of deposit for public records and recognised as a repository meeting the Standard for Record Repositories by The National Archives.

- 2.2 Our mission statement:

Durham County Record Office collects, conserves, secures and makes accessible historical records relating to County Durham and Darlington to enable learning and education, business operations, local accountability, and personal enrichment.

### 3.0 Scope

- 3.1 This policy applies to all records managed by our service both analogue and digital: Durham County Council and Darlington Borough Council corporate records, and records offered to us as archives by other organisations or individuals.

### 4.0 Policy Principles

- 4.1 Permission to copy. We consider four factors when making decisions about copying archives or publications in our collections:
- Copyright law.
  - The rights of archive owners and donors. Most of the archives in our care are owned by organisations or individuals, who sometimes specify conditions or restrictions on copying.
  - The rights of individuals identified in documents, following the Data Protection Act 1998.
  - Our responsibilities as custodian. We will only allow methods of copying that are suitable for the nature and condition of any document

or publication. We may restrict copying if an intention to publish the copy or copies could put the sustainability of our service at risk.

4.2 Permission to publish. We normally provide and allow copying for non-commercial research and private study, or for educational purposes. You must seek permission to publish any copy that you have made or obtained from us. Publication covers more than books. Using our images in a public broadcast or exhibition, adding our images to another website or posting them on social media all count as publication, and you need to apply for permission. When considering your request we will:

- Obtain consent from the owner or donor if necessary.
- Advise you of the wording to use to reference the document(s) and acknowledge DCRO.
- Advise you of the fee for publication. In the case of not-for-profit or community publications, we may waive the fee and ask for a donation in lieu of reproduction fees.

## **5.0 Policy requirements**

5.1 Provision of copies. We provide and allow copying under the terms of fair dealing. Normally you can have one or more copies from a document or a publication, for non-commercial research and private study, or for educational purposes.

5.2 We provide a copying service for archive owners, for a fee to cover our time.

5.3 In some instances, with permission from staff and for a fee, visitors can use their own digital camera to photograph documents.

5.4 For each copy, you will need to complete a form, or agree to the terms and conditions on our online shop, acknowledging your responsibility to comply with copyright.

5.5 You can find out more about making copies, including our copying charges, on our website: <http://www.durhamrecordoffice.org.uk/article/10556/Copying-service>

## **6.0 Standards**

6.1 See Appendix 1 for statutory position.

## **7.0 Roles and responsibilities**

7.1 DCC Corporate Management Team is responsible for approving the corporate framework for the preservation of archival records as set out in this policy.

7.2 DCC Corporate Directors are responsible for developing service guidance for the preservation of archival records.

- 7.3 DCC Heads of Services are responsible for ensuring that appropriate resources are in place to enable compliance with the Copying Policy.
- 7.4 Individual Employees are responsible for the records they create and will follow service guidance for the preservation of archival records. DCC owns the information that individual employees create.
- 7.5 The County Archivist is responsible for DCC's Copying Policy, and will provide guidance and support to services and elected members in order to support its aims.
- 7.6 The Copying Policy will apply to records created by Elected Members as part of their Council work.

## **8.0 Communication**

- 8.1 The Copying Policy will be published on the DCRO website.

## **9.0 Audit**

- 9.1 DCRO will develop procedures to enable the effective monitoring of the Copying Policy.

## **10.0 Risk Management**

- 10.1 Without a policy and procedures for copying, there are a series of risks:
- Damage to historically important records.
  - Restricted access to archives, placing remote users at a disadvantage, creating bad public relations and damage to reputation.
  - Restricted funding opportunities.

## **11.0 Review**

We will review this policy every three years.

## **12.0 Contacts**

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## **Appendix 1**

### **Statutory Position and Standards**

Durham County Council has a statutory duty to provide an archives service, to preserve and make accessible archives in whatever format they may be created.

Relevant legislation:

- Public Records Act 1958
- Local Government (Records) Act 1962
- Local Government Act 1972
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations Act 2004
- Parochial Registers and Records Measure 1978
- The Law of Property (Amendment) Act 1924
- The Manorial Documents Rules 1926
- The Tithe (Copies of Instruments of Appropriation) Rules 1960

Standards that are relevant to the management of all archives:

- Archive Service Accreditation
- British Standard for archive storage BS 4971:2017
- Information and Records Management Society Retention guidelines for Local Authorities 2003