

## **Labour History Archive & Study Centre**

People's History Museum  
Left Bank  
Spinningfields  
Manchester, M3 3ER



### **Digital camera policy**

Digital photography by researchers will be permitted free of charge in the reading room providing the following is adhered to:

- Digital cameras must only be used after prior consultation with archive staff
- Before commencing photography, researchers will be requested to fill in a copyright form. It will be the responsibility of the researcher to comply with copyright law
- Fragile items unsuitable for photography will be identified by archive staff and cannot be photographed
- Staff can supply and demonstrate how to use weights and rests to support documents whilst being photographed
- Disturbance is not to be caused to other readers. If this is the case the researcher will be asked to cease photography
- The use of tripods or flash photography is forbidden. High levels of light are damaging to documents
- Professional copies may be available from the Museum Registrar, see archive staff for more details
- Use of digital cameras is at the owners risk