

# Using a digital camera in the MEC Archive

Digital cameras can be used however:

1. Flash and sound should be turned off.
2. Copies must be for private study or non-commercial research and the standard copyright form filled in.
3. Some collections have restrictions on copying placed on them by the donor and so cannot be copied.
4. Please do not copy photographs.

Please ask the Archivist for further details if you would like copies of photographs.

## Not got a digital camera?

Subject to staff resources and a preservation assessment of the material, the MEC Archive offers a digitisation service. The cost is determined by the amount of time it takes to scan and prepare the images. A time and cost estimate is provided before the digitisation work takes place.