

## **Fact sheet: *using personal cameras***

### **Methodist Church of New Zealand Archives National Archive of the Methodist Church of New Zealand**

**Contact:** Archivist, Methodist Church of New Zealand Archives  
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**Web:** <http://www.methodist.org.nz/archives>

**Hours:** By appointment only. Closed weekends, public holidays, Christmas-New Year and Easter Tuesday

Personal cameras, e.g. digital or video cameras or mobile phone cameras may be used to make copies of documents or photographs in the Methodist Church of New Zealand Archives Reading Room. They are for private research and are not to be reproduced or published without permission. Researchers must receive signed permission from the Archivist to use personal cameras.

The Methodist Church of New Zealand takes no responsibility for any damage that might occur to your camera equipment while you are using it in our Reading Room.

#### **Registration to use camera**

You must apply to use your camera in the Reading Room. You will need to sign the *registration to use personal cameras* section on the researcher registration form, agreeing to observe the conditions of your digital copying access permission.

Your application will need to be approved by the Archivist, before you use your camera. You may request a copy of this form, if required. You will need to complete a new form on each occasion you visit.

#### **Conditions for using personal cameras**

##### **Archives which cannot be copied**

These include:

- archives which are restricted, and you do not have copying permission
- archives which are likely to be damaged if they are copied

##### **When copying archives, you may not:**

- use a tripod, scanner, lighting or flash photography
- stand on furniture such as chairs or tables, or place the archives on other surfaces, such as floors or chairs

##### **Copyright and copying archival records**

The copying of archival records is subject to copyright. The Methodist Church of New Zealand can only give copyright clearance to archives under Methodist Church copyright. This essentially covers all documents or photographs created by employees of the Methodist Church of New Zealand in the course of their work.

If copyright is not held by the Methodist Church, you may need to obtain copyright clearance

from the individuals concerned, or their trustees. It is your responsibility to ensure that copyright is not breached.

### **Selling or making public digital images you have copied**

Copies are for private use and study. You cannot on-sell or on-supply any images that you make. You must apply to the Methodist Church of New Zealand Archives for permission to publish or reproduce any archives you may have copied.

### **Referencing your sources**

Please make sure you clearly record the source of your image, using the same archives reference that the Methodist Archives uses.

Acknowledgement to the Methodist Church of New Zealand Archives must be included with each image. See our fact sheet *referencing and acknowledging the Methodist Archives*.

### **Charges for using personal cameras**

There is no charge, but a donation is appreciated.

