

Copying and Publishing Public Records – Copying Services

Public Record Office Victoria (PROV) can provide photocopies of public records, and printouts of microfilm and microfiche. PROV reserves the right to select the most appropriate copy process, and reading room staff can advise the most suitable copying method on a case by case basis. The condition and size of the record, and the purpose for which the copy is required determine the way in which copies are made. For example, where alternatives to the original records exist, such as microform or digitised copies, copies can be made from these.

Visitors to PROV's Reading Rooms are encouraged to use digital cameras to make digital copies of records. Refer to [PROVguide 24 Use of Digital Cameras in PROV Reading Rooms](#).

Government visitors are advised to also consult [PROVguide 3 Copying Services - Government Access](#) for information specific to Government photocopying services.

What Can Be Photocopied

Most records EXCEPT those which are bound volumes or photographs, documents larger than A3, those too fragile or damaged to copy, or those which are sealed, glued or tied in such a way that copying would cause damage.

Please note that as files are not taken apart to be photocopied, we cannot guarantee the reproduction of a full page using this process.

How to Order and Pay For Photocopies

Selecting Records to be Copied

As photocopying puts all records at risk of damage, please assist us to conserve the State's archives by only requesting copies of key documents.

Use the marker slips provided to clearly indicate the pages to be copied. The citation for each file will be provided on the photocopy.

Obtaining an Application for Photocopies Form

Application for Photocopies forms are available in the Reading Rooms. At the Victorian Archives Centre researchers will be allocated a job number that will be valid for the visit irrespective of how many forms are filled in. At the Ballarat Archives Centre photocopying is usually undertaken on demand.

Completing the Photocopy Request Form

Section 1

Please include your name and search ticket number and a postal address – if you want the copies forwarded to you. (See posting and handling charges below.)

Section 2

Read the declaration carefully, noting that the physical condition of records may prevent them from being copied. **Copies WILL NOT be made of damaged or fragile records.**

Section 3

Indicate whether your order is for the standard, same or following day service and whether you wish to collect your copies or have them posted. A flat fee of \$2.75 is charged for postage and handling. Copies will be held for collection for up to 6 months

Section 4

Enter the information about each record to be copied, giving the **Series (VPRS), Consignment, Unit and Item** numbers. Enter the number of pages to be copied. (Remember to count both sides if you want front and back.)

Submitting Photocopy Requests

Initially, return the records only to the Copying Desk, retaining your **Application for Photocopies** form so you can add the information about subsequent requests to Section 4 of your form.

Please **ALWAYS** place an annotated Job Number Slip with the records to be copied.

Paying for Photocopying

When you submit your Application for Photocopies staff will calculate the total cost of the photocopy order. Prepayment is required and you will be issued with a receipt. Please finalise and pay for your photocopy order at least 15 minutes before the 4.30pm closing time.

Fast-Track Photocopy Service

A fast-track photocopy service operates Monday to Friday, 9.00 am to 4.30 pm and is available to VAC Reading Room researchers.

For a fast-track handling fee, above the standard copy fee, **up to 20 copies** will be provided either on the same or the following day.

Collect the same day

65¢ per page *plus* a \$15.00 fee

Requests should be placed by 3.00 pm

Collect the following day (after 1.00 pm)

65¢ per page *plus* a \$7.50 fee

Requests should be placed by 4.15 pm.

How to Order Large-Format and Photographic Reproduction

Alternative copy methods are available for large-format and fragile material such as bound volumes, photographic prints, maps, plans and drawings that may not be photocopied.

Fill out the Application for Photographic Reproductions, making sure that all sections have been completed.

How to Obtain Copies of Microform Records

Obtaining Copies

Both microfilm and microfiche records can be copied for a cost of 95 cents per page. Researchers can do their own copying using a microform reader printer in either the North Melbourne or Ballarat Reading Rooms. Follow the instructions attached to the reader printer and ask staff for assistance if necessary.

Paying For Microform Copies

Leave your copies, when you have finished printing them, with staff at the Copying desk so that you can continue your research. Pick up and pay for your copies when you leave for the day.

How to Obtain Permission to Publish

Before any records held by PROV can be reproduced in a publication or exhibition, the written permission of the Keeper of Public Records must be obtained. Refer to [PROV guide 25 Copyright For Researchers](#) for information about the process, which includes completion of an [Application for Permission to Publish](#) form. See [PROV guide 13 How to Cite Public Records](#) for guidelines on citing public records.

Certified Copies for Legal Purposes

Copies or extracts of public records produced by PROV can be certified for legal purposes by the Keeper of Public Records.

Copies or extracts of documents that require inspection by PROV for purposes of certification as true copies or extracts of public records will incur a fee of \$12.50 per document inspected, and \$5.00 per certified copy. Therefore the cost of a certified extract of a document is \$17.50.

Prices and Delivery Times

Prices and delivery times for the complete range of services are listed below. All prices include GST. Extra delivery time should be allowed if copies are to be packaged and posted, or if the records to be copied by a specialist service are held at the Ballarat Archives Centre.

Photocopies (A4 paper copies)

Service	Charge	Delivery
Standard	65¢ per page	5 working days
Fast-track same day (up to 20 pages)	65¢ per page plus \$15.00 handling fee	collect same day
Fast-track following day (up to 20 pages)	65¢ per page plus \$7.50 handling fee	collect following day after 1pm

Microform Copies

Records	Charge	Delivery
Reading Room copies of microfilm, microfiche and microfilm cards	95¢ per A4/A3 page	Self operated reader printers
Other microfilm, microfiche and microfilm cards (eg MMBW and Public Works Department plans)	95¢ per A3/A2 page	Self operated reader printer

Printouts from Public computers (A4 paper copies)

Service	Charge	Delivery
Applies to all printouts from public computers except printouts from PROV's Online Catalogue.	65¢ per page	Self operated from computers in Reading Rooms

Photographic Reproductions

When multiple prints of the same item are ordered, the first will be charged at the quoted price but all subsequent prints will cost 30% less. Delivery is within 15 working days.

Black-and-White and Colour enlargements (on glossy paper unless matte is specified)

Size of print	Existing negative		No existing negative	
	Black & White	Colour	Black & White	Colour
13 x 10 cm (5 x 4 inches)	\$7.00	\$7.00	\$7.00	\$7.00
18 x 13 cm (7 x 5 inches)	\$7.00	\$7.00	\$10.00	\$10.00
25 x 20 cm (10 x 8 inches)	\$11.00	\$11.00	\$13.50	\$13.50
28 x 36 cm (11 x 14 inches)	\$22.00	\$22.00	\$13.50	\$13.50
41 x 30 cm (16 x 12 inches)	\$23.00	\$25.00	\$35.00	\$35.00
51 x 41 cm (20 x 16 inches)	\$28.00	\$35.00	\$35.00	\$35.00
61 x 51 cm (24 x 20 inches)	\$34.00	\$40.00	\$40.00	\$40.00

Bond paper copies of large and/or fragile material (eg maps, plans, bound volumes)

Size	Black & White (price is based on the size of the copy)	Colour
A0 (1189 x 841 mm)	\$12.50	price on application
A1 (841 x 594 mm)	\$12.50	price on application
A2 (594 x 420 mm)	\$5.50	price on application
A3 (420 x 297 mm)	\$5.50	price on application
A4 (297 x 210 mm)	\$5.50	price on application

There is a minimum charge of \$12.50 to cover handling and set-up costs. It is payable only when the total value of the order is less than \$12.50; for example, if you ordered one A3 copy, the total cost would be \$12.50. Prices include GST and are determined by the size of the copy requested. Delivery is within 15 working days.

Postage and Handling

Service	Charge
Standard postage and handling	\$2.75
Postage in a tube	\$5.50
Registered mail an additional	\$1.80