

Copying and Publishing Public Records – Use of Digital Cameras in PROV Reading Rooms

Researchers who have ordered records can make photographic copies using their own digital cameras, provided that the conditions of use are observed.

How Does this Service Work?

Before any records may be photographed, researchers must seek permission to copy. Each item to be copied must be listed on a copyright declaration form. The completed form should then be submitted to the Enquiries Desk for approval.

Permission to copy public records is subject to the following conditions:

Physical condition of the item

Preservation of the records is paramount. No tripods or flash photography will be permitted.

Copyright

Copying of archival material is subject to the Copyright Act 1968.

Converting a record from hard copy to digital or photographic format is defined as a 'reproduction' for the purposes of the Act.

PROV can only grant permission to reproduce records that are either:

- no longer covered by copyright, or
- covered by Crown copyright

For more information on copyright, please refer to [PROVguide 25 Copyright for Researchers](#).

Research or study purposes only

Copying is generally allowed for the purposes of research or study.

Commercial purposes for which copies taken by digital cameras will not be permitted include, but are not limited to:

- Publication in a book, magazine, journal or newspaper
- Exhibitions
- Television, video or film
- Multimedia & websites of a commercial nature

Researchers employing professional photographers to undertake the photographing of archival material should ensure that appropriate arrangements are made in advance with PROV staff.

Can I Publish?

If copies are to be used for publication, permission must be sought from the copyright owner. PROV will only grant permission to publish Crown copyright material for the purpose of not-for-profit publication.

Permission may be sought using the [Application for Permission to Publish](#) form.

If you intend to publish commercially, permission must be sought from the creating Agency or the Victorian Attorney-General. PROV staff can assist with instructions and provide you with an application form for this purpose.

Further Information

The Australian Copyright Council

Phone (02) 9318 1788

Email: info@copyright.org.au

Web: www.copyright.org.au