####  **Copying Archival Photographs Source Sheet No. 9**

The City Archives is able to offer a limited reprographic service for photographs. Historic photographs of many of the more prominent City landmarks, civic events and personalities are contained in contact prints available in the Reference and Guide Area. A large number of other photographs, often more specialised in their subject content, are held in individual archival accessions, many of them in albums, and may be accessed with the help of the Archives staff. Some photos are also able to be identified using the search functions in the Search Room public access computer.

Copying of archival material is subject to the laws of copyright contained in the Copyright Act 1968, as amended by the Copyright Amendment Act 1980 and the US Free Trade Agreement Implementation Act 2004.

**Duration of Copyright**

The copyright in most photographs held by the City Archives is vested in the Corporation of the City of Adelaide, i.e. it is Crown Copyright material, however this should not be automatically assumed as there are some images (for example, from the Civic Collection and Oral History Collection) in which copyright is not vested in the Corporation.

Where copyright ownership is not vested in the Corporation, it will be necessary for researchers to obtain the written permission of the owner of the copyright before the photograph can be copied by the Archives.

Archives staff will assist researchers in establishing, where possible, the rightful owner of the copyright, but this may take time, requiring detailed research into the provenance of the photograph. If copyright ownership cannot be traced or is uncertain, then the decision whether to copy or not will be treated in accordance with the circumstances of each case.

**Making Copies of Photographs**

Copies of archival photographs are produced by the City Archives. Researchers are able to specify the size and type of copy (photographic print, digital image, etc) they require.

The Archives holds negatives of many of its early photographs, including the Historic Pictorial and Lantern Slides collections of contact prints available in the Reference and Guide Area, and print copies of these can generally be made within a few days. Where negatives of archival photographs are not held, then the copying process for prints can take longer.

Original photographs will only be copied at the discretion of the Archivist. Copying will not be undertaken of photographs in poor physical condition or where copying may be considered detrimental to the preservation of the photograph.

Researchers wanting copies of archival photographs should complete a *Request for Photographs to be Copied for Research, Publication or Display Purposes* form, indicating the type of copy, size and finish (matt, gloss, sepia) of the print required and the number of copies to be made.

For researchers not able to visit the Archives in person, photographs can be scanned and digital images (TIF) emailed to recipients once payment has been received.

Copies of archival photographs will be provided to researchers on the condition that if used in any publication, display or research, the Adelaide City Archives is clearly acknowledged as the source of the archival image and the correct archival citation given. For details of how to present citations see City Archives Source Sheet No.10 *Archival Citations*. Archives staff can also be called on to assist with the preparation of citations.

Please note that no liability is accepted by the Council or the City Archives for any contravention of Copyright or Intellectual Property Rights legislation.

**Copying Charges**

Charges for copying archival photographs in various sizes and formats are listed in the *Schedule of Charges for Copying Archival Materials* available at the Archives. Where existing negatives or transparencies of photographs are used in the production of photographic prints, the cost will generally be less than that of copying an original photograph.

In addition to the copying charge, a reproduction fee may also apply where material is to be used in a publication or public display, or for another commercial purpose. These fees are charged according to the Council’s *Schedule of* *Reproduction Fees for Works of Art, Prints, Photographs and Other Archival Items* details of which are available from the Archives.

**Further Information**

**City Archives**: Topham Mall, off Currie and Waymouth Streets, Adelaide

**Counter / telephone enquiries**: 9.00 am to 5.00 pm Mondays to Fridays

**Search Room open for public research**:10.00 am to 4.00 pm Tuesdays to Thursdays

**Telephone**: +618 8203 7439

**Email:** cityarchives@cityofadelaide.com.au

**Web:** <https://cityofadelaide.com.au/cityarchives>