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Copies can be made of most items held in the Hocken Collections. Some copying can be undertaken by researchers themselves and other copying services are provided by staff. There are charges for all copying apart from that made by personal digital cameras and the public on-site scanners. Reproduction fees may also apply in some instances. Please refer to the *Price List for Hocken Reprographic Orders*

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- Filming of most items

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General conditions

- Copies can be made for research, personal, publication and commercial use.
- Conditions apply to all types of copying.
- We will not copy an item if doing so is likely to cause damage to the original item or impact on its ongoing preservation in any way.
- Copying will not be undertaken which alters the authenticity and integrity of the item.
- The Hocken Collections asserts the right to refuse permission to use images from our collections.
- Images supplied by the Hocken cannot be re-photographed, re-copied, re-distributed or re-used in any way other than for the purpose outlined on the *Order Form for Reproductions from the Hocken Collections* and *Reproduction Application Form*. Further permission must be sought for all additional uses.
- Digital files can be printed out for personal research use or personal display.

Reproducing material for Publication, Display or Commercial use

- Before publication, display or commercial use, permission must be obtained from the Hocken. If in doubt about what constitutes publication, display or commercial use please ask staff.
- Applications for permission should be made on the *Reproduction Application Form* available and must describe the intended purpose. Permission to reproduce applies only to the specific occasion and use described on the application form. Any additional use requires a new application and may incur an additional fee.
- Permission must also be obtained for making additions or alterations, such as cropping or over-printing.
- All applications for copies of material from the Hocken Collections for commercial use and display may also be subject to reproduction fees. These are separate from and additional to charges for the cost of processing and supply, and, where applicable, fees which may be payable to the copyright owner. If reproduction fees apply staff will discuss this with you.
 - Please refer to the *Price List for Hocken Reprographic Orders*

Copyright and other restrictions on copying or re-use

- Where an item is still under copyright the responsibility for abiding by copyright and obtaining copyright consent lies completely with the researcher. Written authorisation from the copyright holder for copying, publication and re-use beyond what is allowable under the New Zealand Copyright Act 1994 must be produced before processing of orders will commence. We may be able to help you find the copyright holder so please ask staff.
- Any fee payable to a copyright holder is additional to any supply or reproduction fees made by the Hocken
- Additional restrictions on use may apply to some unpublished material. Responsibility for obtaining consent to copy and re-use the material lies with the applicant. Please contact the relevant staff for advice.

Please also see the *Copyright information* sheet available from staff.

Filming

Film and television production crews should contact us in advance to make arrangements for supervised filming in the building of collection items. Hourly filming fees apply for filming items from the Hocken Collections. Reproduction fees may also apply.

Acknowledgement and Citations

A citation will be supplied for each item along with the copy. All reproductions of Hocken material for publication, display or commercial use must be accompanied by the supplied citation and an acknowledgement to the Hocken Collections.

We prefer that the acknowledgement and citation appears adjacent to the reproduction. The credit line must include the words 'Hocken Collections, Uare Taoka o Hākena, University of Otago'.

Use of personal digital cameras and on-site scanners

You may use your camera or phone to take personal copies of most collection items. There are also scanners in the public research services areas that can be used by researchers to scan and save to USB. These copies are for research purposes only and cannot be reproduced or re-used for any other purpose unless permission is explicitly given.

If photographing or scanning an item would cause damage in any way, breach copyright or any other restrictions on use then copying will not be permitted. Staff will advise you.

Researchers must abide with those provisions of the New Zealand Copyright Act 1994 relating to copying for research purposes. Please also see the *Copyright information* sheet.

Delivery of completed orders

Digital images are made available on the University of Otago File Express site. You will be informed by email when the order is ready to be downloaded. ***Images have to be downloaded in the time specified otherwise they will need to be re-ordered.***

For physical copies (photocopying etc) orders can be posted or collected from the Hocken. Indicate your delivery preference when you place your order. Staff will advise when your order is ready to collect.