The Wolfson Reading Room Copy Services

Equipment
A digital book scanner is available in the Wolfson Reading Room. Due to conservation reasons, the use of the book scanner is limited to books and periodicals only.

Self-Service Photography
Use of mobile phones (on silent mode) or digital cameras (no tripod, no flash) is permitted. Users must provide their own device.

All material to be copied has to be approved by staff at the Enquiry Desk. Permission to copy material depends on its physical condition, copyright and/or whether it falls into the category of restricted materials.

For all unpublished material the Unpublished Material Form has to be filled out prior to copying the material, stating that photographs are for private and non-commercial research only.

Unpublished Material Form

Published material can only be photographed or scanned within the copyright restrictions.

Restricted Materials
The following materials may only be photographed:

- Unpublished material
- Pamphlets
- Anything that is part of the Document Collection
- Manuscripts (MS) collection
- Very large heavy books
- Loose materials such as press cuttings

Please be aware that some materials may not be copied at all.

Reading Room copying fees are as follows:

<table>
<thead>
<tr>
<th>Devices</th>
<th>Prices per page</th>
<th>Flat fee per day</th>
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</thead>
<tbody>
<tr>
<td>Printing or copying onto USB* stick from book scanner and/or Microfilm Reader</td>
<td>10p per page</td>
<td>£5 per day</td>
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<tr>
<td>Use of personal digital camera or mobile phone</td>
<td>10p per page</td>
<td>£5 per day</td>
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<tr>
<td>Copying PDF copies from existing digital collections (AJR Refugee Voices, UNWCC, The Girls)</td>
<td>via Document Delivery Service, please enquire with staff</td>
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<tr>
<td>Copying PDF copies from existing digital collections (Pogrom: November 1938 PDFs and Testifying to the Truth)</td>
<td>Free via website</td>
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<tr>
<td>ITS Digital Archive</td>
<td>Free of charge, please enquire with staff</td>
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*Purchase of a Wiener Holocaust Library USB stick (1GB) £4

**Microfilm / Microfiche reader**
There are two microfilm readers in the Wolfson Reading Room. Both can print out material. Material can also be saved on a USB device. Users can use their own USB device or purchase one from the enquiry desk for £4.00.

Microfilm-readers can be reserved in advance. Please speak to staff at the Enquiry Desk or email the library at library@wienerlibrary.co.uk to reserve a machine.

**Document Delivery Service**
The Document Delivery Service is provided by staff of The Wiener Holocaust Library. This service is for remote users only. Fee for copying and delivering Wiener Holocaust Library materials is £1 per scan (A4). Fee for copying includes administrative costs.

1. **Ordering Copies**
   To order copies of our materials please contact the library at library@wienerlibrary.co.uk. Requests should state both barcode and shelf/collection reference of the material/s, including numbered pages in case of a chapter from a book or an article from a journal (in this case year, volume and issue are also essential).

2. **Processing orders**
   After having inspected the material, staff will respond with the total number of scans and the amount to be paid to The Wiener Holocaust Library. For unpublished material this email will include an Unpublished Material declaration form. By signing the form, users agree that copies provided are for private and non-commercial research only.

3. **Payment and Confirmation**
   Payment must be submitted via our website here at the bottom of the page. On completion of payment, users will receive an automated payment order number. This number needs to
be included in the email that users send to the Library at library@wienerlibrary.co.uk notifying that the payment has been made. Users should also complete and return the Unpublished Material declaration form if necessary.

4. Delivery
Orders are dispatched as PDFs via our online file repository WeTransfer. We will try to dispatch the PDF of the requested copies within 20 working days.

5. Copyright
By placing an order, users comply with the copyright legislation. This means that no more than 5% or one article of any published item may be copied. Staff will restrict the number of pages to be photocopied from any item to 5%.

Ability to copy material depends on its physical condition, copyright and/or whether it falls into the category of restricted materials.