

## British Columbia Archives Oversize Photographic Copying Pilot Project

The Oversize Photographic Copying Pilot Project is a six-month pilot project which will allow researchers at the British Columbia Archives (BC Archives) to use their own photographic equipment (either digital or non-digital) to photograph oversize materials from the BC Archives **textual records** holdings for the purposes of research or private study. This six-month pilot project will protect oversize materials from potential damage from photocopying. It will also enable staff to assess the feasibility of implementing a permanent oversize photographic copying service.

The pilot project will run from **2 October 2006 to 6 April 2007** on Mondays, Tuesdays, Thursdays and Fridays from 9:30 a.m. to 4:25 p.m.

The fee for this service is \$0.50 per image. Researchers will pay for the images at the Reception Desk when they leave. The BC Archives reserves the right to check the number of images taken and view the images taken.

Oversize materials, larger than 11x17, catalogued as textual records, for example oversize maps and plans in textual record files and oversize textual records, and large ledgers and bound volumes, larger than 8.5x14, may be copied for the purposes of research or private study. **Photographic copying of oversize special media such as photographs, artwork, the map collection and library materials is not available under the pilot project.**

Various types of restrictions, for example access, donor, preservation and copyright restrictions may restrict the photographic copying of oversize materials. **The Duty Archivist will determine whether an oversize item can be photographed.**

Flash units, tripods, video recording devices on camera or camcorders, cellular phone or watch cameras, cameras housed in pens, scanners and any other future similar digital devices are not permitted. The BC Archives reserves the right to refuse the use of any device. Cameras must have a neck or wrist strap, which must be worn while photographing.

Researchers are not permitted to manipulate or modify the images. The original record held by the BC Archives remains the authoritative record. Each photographic image must capture the source of the material (BC Archives), call number and uses allowed (research or private study). Tags will be provided for this purpose.

Note: Photographic copies made by researchers cannot be certified by the Provincial Archivist.

Researchers are responsible for the quality of the image.

Please contact the BC Archives at (250) 387-1952 for more information about the pilot project.