

Archives of Manitoba

Guide to Onsite Filming and Digital Copying 2004

The Archives of Manitoba allows clients to film or digitize material in its holdings. This guide governs the filming and digital copying of all media held by the Archives of Manitoba, including textual records, photographs, documentary art, maps, architectural drawings, printed material, and microfilm. It governs the use of film, digital cameras or flatbed scanners.

- Permission is required for the filming or digital copying of Archives of Manitoba records. Arrangements must be made with staff to reserve space in the Research Room.
- Please inform staff upon arrival and pick up any necessary forms. They will direct you to a designated area in the Research Room set aside for filming and digitisation.
- Identify the material you wish to film or copy and please fill out the *Request for Onsite Filming and Digital Copying* form. The request form must be approved and signed by the appropriate staff member before any filming or digital copying may begin. You will also be asked to read and sign a *Terms Governing Reproduction and Use* form.
- Please fill in separate request forms for materials from the Government Records, Private Records and Hudson's Bay Company Archives sections of the Archives of Manitoba.
- If you locate additional items you wish to copy after you have started filming or copying, please let staff know. Those additional items must also be included on a request form and approved.
- When you have finished filming/digital copying, please ensure that you replace the records in the original order/arrangement as they were presented to you.

Please keep in mind that you are dealing with unique and often fragile original records that require special handling at all times.

- Gloves must be worn when handling original material.
- Easels and other supports are available to aid in filming/digital copying.
- The use of tape, post-it notes or other adhesives is strictly prohibited.

In some cases, Preservation Services staff will need to be consulted prior to a request form being approved. This may result in delays.

Limitations and Restrictions

- A. If the appropriate staff member is not immediately available, the request form can be submitted and an appointment made.
- B. No filming/digital copying will be permitted for material which is still under copyright, unless written permission has been obtained from the copyright holder and submitted with the request form.
- C. Filming/digital copying will not be permitted if there is a concern for the safety of the original record.

Permission to film, scan or digitise in no way constitutes permission to publish these image(s). Permission to publish must be requested as well. Please refer to *Terms Governing Reproduction and Use of Records* for more information about the use of Archives of Manitoba material. If permission is granted it is for one time only, non-exclusive use.