



Photocopying service

The Library offers a photocopying service, undertaken by Library staff. Photocopying is subject to the physical condition of the book or journal and to copyright law. Each item is assessed before copying and orders are accepted at the discretion of Library staff.

Printed works over 100 years old may be photocopied at the discretion of Library staff. Manuscripts and archives may not be photocopied, but library users may take digital images for personal research/private study purposes only. Permission must first be sought from library staff prior to any photography being undertaken. Please see section 4 of our Image Policy for information on private photography.

Photocopying Charges

A4	20p per page
A3	40p per page

An administration charge will be added when photocopies are posted as follows:

Up to 20 pages	£1.00 administration charge + cost of copies
20 – 50 pages	£2.00 administration charge + cost of copies
Over 50 pages	£5.00 administration charge + cost of copies

Postage will be 2nd class. An additional £1.00 will be added to send photocopies 1st class. All prices include VAT.

Payment

Payment is required in GBP sterling (cash or cheque). Cheques should be made payable to *Society of Antiquaries of London*.

Photocopy request form

To request photocopies please complete a Photocopy Request form.