

## Copy and document delivery fees

### Copying fees

Printing charges for book scanner and mf reader/printer	10p per page
Copying by staff, either print or digital copies	30p per page
Copying on to a USB stick	£5 per day
Digital camera	£5 per day
Document delivery	£1 or €1.50 per page

### Copying Services in the Reading Room

A digital book scanner and two digital microfilm readers are available in the Wolfson Reading Room.

All material to be copied has to be approved by the Librarian 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.

#### Restricted materials

The following materials may only be copied by Wiener Library staff:

- Very large heavy books
- Unpublished material
- Fragile items
- Pamphlets

Some materials may not be copied at all.

For all unpublished material a form has to be filled out prior to copying the material, stating that the copies are for private research only.

### Digital cameras

Use of a digital camera (no tripod, no flash) is permitted. You must provide your own camera. Use is subject to the condition of the material. Published material can only be photographed within the copyright restrictions.

### **Document Delivery**

Please send an email to [library@wienerlibrary.co.uk](mailto:library@wienerlibrary.co.uk) if you are interested in copies of our material.

Please be aware 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%.

We will try to post the requested copies within a week but we cannot guarantee this.

### Payment method

Payment has to be made in advance. You can pay on our website or make a cheque out to Wiener Library Ltd. in Pound Sterling. Alternatively payment in Euros may be transferred to our German account.