



## Magdalen College Library Imaging Policy

### Introduction

Magdalen College Library's imaging service is available to all students and researchers who need or wish to access the collections remotely. The service is intended to provide images of items not already digitised on the College's [Digital Bodleian page](#).

To request images, please fill in and submit the Library's [online form](#). **Please ensure you have read and agree to the terms and conditions below before submitting.**

If you have any queries or need assistance completing the form, please email [library.desk@magd.ox.ac.uk](mailto:library.desk@magd.ox.ac.uk).

### General Terms and Conditions

Before placing your imaging request, please be aware that:

- You **must** have our written permission to publish any images we supply.
- It is your responsibility to identify, trace, and seek formal permission of the copyright owner where material requested for imaging is still in copyright.
- Images will be shared in an online folder with access given to the email address you provide; we do not send print-outs or CD-ROMS by mail.
- You may request images from **1 item** at a time with a total of up to **20 folios/pages** free of charge. Larger requests are fulfilled via our external photographer, for which fees apply.
- If you request a full digitisation of an entire book or manuscript, we reserve the right to upload the digitisation to our Digital Bodleian page for the benefit of the wider research community.
- During busy times, it may take **up to three weeks** to fulfil free requests. Larger projects with our external photographer may require a longer timescale.
- We reserve the right to undertake a conservation assessment of the requested material and to postpone or cancel photography if any conservation risks are identified. Repairing the material may be possible but may incur an additional fee.

## Terms and Conditions for Publication of Images

If you wish to publish any images we share with you, please be aware that:

- You **must** have our written consent to publish.
- Acknowledgement of permission to reproduce the material in any published work must be made to 'The President and Fellows of Magdalen College, Oxford'.

Though it is not compulsory, we are always very grateful to receive a contributor copy of any published work featuring images from our collections. These copies play an important role in developing our provision for future researchers.

## Appendix: Using Your Own Images of Magdalen's Collections

We understand that you may wish to take your own photographs of our collections during a research visit. This is welcomed and encouraged, provided the following guidelines are adhered to:

- Flash must **not** be used.
- Good handling practice must be followed at all times when positioning items. Please ask Library staff for help if in any doubt.
- You **must** follow the above 'Terms and Conditions for Publication of Images' if you wish to publish any photographs you have taken.