



## HOW TO OBTAIN COPIES OF IMAGES FOR PUBLICATION

### FAQs

#### How do I order a copy of an original document?

Copies of archival documents can be ordered in person in the Reading Room. Yellow copy order forms are available in the Reading Room and the order can be made at the Reading Room desk.

If you know the exact reference and description of the archival document(s) you can order the copy by emailing [reprographics@nationalarchives.ie](mailto:reprographics@nationalarchives.ie).

#### What format will the copy be?

Standard copies can be printed on A4 and A3 paper.

Photographic prints can be printed on A4, A3 and A2 photographic paper.

Digital images can be provided on disc.

#### Can I use the image I took with my own camera in the Reading Room?

No. Images of documents taken by researchers in the Reading Room are for private and personal use only, they cannot be published in any format.

#### What charges are there for digital images?

There are different costs for images ordered with the documents in the Reading Room and for those ordered by email. The costs are as follows:

<b>For copies ordered with documents in Reading Room</b>	
Digital image of A3/A4 document in B&W or Colour	€2.00
Digital image of A2 document in B&W or Colour	€10.00
Digital image of A1 document in B&W or Colour	€20.00
<b>For digital copies ordered without the documents or by post.</b>	
1-5 images, A4/A3 in B&W or Colour	€20.00
6-10 images, A4/A3 in B&W or Colour	€25.00
11-15 images, A4/A3 in B&W or Colour	€35.00
15-20 images, A4/A3 in B&W or Colour	€50.00
21-30 images, A4/A3 in B&W or Colour	€70.00
31-40 images, A4/A3 in B&W or Colour	€80.00
41-50 images, A4/A3 in B&W or Colour	€110.00

For orders of more than 50 images, the price for each additional image, A4/A3 in B&W or Colour	€2.00
A2 image in B&W or colour	€20.00
A1 image in B&W or colour	€30.00

<b>Photography Services - If the original documents are fragile, outsize or require conservation the prices are:</b>	
A4 print in B&W or colour	€40.00
A3 print in B&W or colour	€50.00
A4 digital image in B&W or colour	€35.00
A3 digital image in B&W or colour	€45.00
A2 digital image in B&W or colour	€55.00
A1 digital image in B&W or colour	€65.00
A0 digital image in B&W or colour	€75.00

For images ordered remotely the prices include cost of photography, CD/DVD, postage and dispatch

### **How do we pay?**

Payment is by electronic funds transfer (EFT). Details of how to pay by EFT will be included on the invoice when it is issued to you.

### **Do we need to obtain copyright clearance to reproduce a document?**

Yes, archives are subject to copyright and should not be copied or reproduced without the written permission of the Director of the National Archives. Permission can be obtained by emailing [reprographics@nationalarchives.ie](mailto:reprographics@nationalarchives.ie) .

Please include the full title and reference of the archival document(s) and format in which the image(s) will be used (i.e. the name of the print publication, website or TV programme).

### **What are the charges for licensing and reproduction?**

Permission to produce a record in print, on television or on the internet	€65.00
Licence to distribute a copy of a record for not more than 7 years	€200.00

### **How many years can a license be issued for?**

A licence for permission to reproduce a copy can be issued for a maximum of 7 years as set out in the National Archives (Fees) Order, 2012.