



Copying and publishing

Copying

You are welcome to use your own camera/device to photograph Open Access records. The flash must be turned off when taking photographs.

You can use the areas provided for taking photographs of larger items such as maps or plans.

Do not stand on furniture, or place archives on the floor.

You need to get permission to use tripods, photographic lights, and personal scanners in the Reading Room. Ask us if you need these options.

Archives New Zealand offers a paid copying service. Please ask us for more information.

Publishing images of records

If you wish to PUBLISH images of records, you must request permission to do so by contacting us.

If the record has already been published online by Archives New Zealand, it can be republished under Creative Commons (BY) Attribution license: www.creativecommons.org/licenses/by/3.0. This includes commercial use and you do not need to apply for permission to publish.

Referencing of archives must be done in full using the complete archives reference as listed on Archway. Please ask an Archivist if you need assistance with referencing.

Reading Room Guidelines

Welcome to the Archives New Zealand Reading Rooms.

Archival records are unique, precious taonga. It is our duty to care for these records so that they can be accessed by future generations.

Archives staff at the Help Desk and Issues Desk are here to assist you.

No records are to be removed from the Reading Room under any circumstances.

Please have your Reader Card with you each time Items are issued to you.

Terms and conditions of use:

Permitted:

- ✓ Pencils
- ✓ Computers
- ✓ Paper
- ✓ Transparent bags
- ✓ Cameras
- ✓ Mobile phones (on silent)

Not permitted:

- ✗ Pens
- ✗ Food or drink of any kind
- ✗ Bags/suitcases
- ✗ Computer covers/cases
- ✗ Coats
- ✗ Umbrellas

The handling and use of archives must follow the procedures outlined on the next pages. Any intentional damage to or theft of archives can result in criminal prosecution.



Steamer Kenton bound from Wellington
to Hongkong foundered off here
last night two boats with
seventeen of crew arrived
port safely this morning

In the Reading Room

Behaviour

This is a quiet study space. Please speak quietly and turn your phone onto silent mode. If you need to take a call please leave the Reading Room to do so.

Archives staff will treat you with respect and courtesy and it is expected that you will show the same behaviour to staff and other researchers.

Archives New Zealand takes no responsibility for personal items that are stolen or damaged while left in the Reading Room or in the lockers.

Failure to comply with any of the above conditions may result in your being asked to leave the Reading Room.

Procedures

Please sign the entry book at the start and end of your visit.

Most records can be ordered through Archway online or via the public computers in the Reading Room.

Records are held out for researchers to view for 5 working days.

The printed sheet and container accompanying each record must remain with it at all times.

Records are issued and returned at the Issues Desk. The printed sheet and container must be returned with them.

Handling the records

In order to preserve records for future use please follow these guidelines when handling the records

Placement

Ensure records are placed securely on the table. Do not let records hang off the side of tables.

Pillows must be used to support the spines of large bound volumes.

Please use weights to keep rolled, curled or large archives in place. These are available from a shelf near the Help Desk.

Do not lean on, bend, or try to flatten records.

Handling

Ensure your hands are clean and dry (without handcream, sanitiser etc) before using records.

Please keep handling of records to a minimum. **Do not lick your fingers** to turn pages or use your finger to follow the text.

Gloves must always be worn when handling photographs, negatives, and artworks, and maps and plans when directed by Archives staff.

Do not write on or mark records.

Do not carry loose, unsupported or unprotected papers around the room

Records must be kept in their original order. Never rearrange or take apart archives – ask an Archivist to help you.