# *Serviço de Leitura e Certidões*

## Rules for the Reproduction of ARM Documents

The Madeira Regional Archives (ARM) provides its users with a service for making reproductions of documents, subject to the restrictions and rules set forth below. The reproduction of documents is a service provided at the discretion of the Regional Archives and is not a right.

### Types of reproductions made

1 – Reproductions are made on paper, microfilm, digital support and as photographs. Microfilm duplication, developing and quality control service is also offered.
These services are charged in accordance with the Price List. (available on-line)

2 – As a rule, images on digital support are provided in JPEG format with a resolution of 150 dpi. However, the Madeira Regional Archives also offers images with archival resolution (300 dpi TIFF – collection of newspapers and parish records, 600 dpi TIFF – collection of photographs and post cards).

### Requesting reproductions

3 – Requests for reproductions of documents are made in person by filling out the corresponding form, or they can be ordered by post, fax or e-mail. In this case, if you have the exact references of the document(s) you wish to have reproduced, you should fill out the request form for the reproduction of documents (available on-line).

4 – As a rule, requested reproductions are made within a maximum period of 15 days.

5 – The user requesting the service and the Archive staff member on duty must make sure the request form is correctly filled out with the necessary data, namely the call number of the document, the complete name of the file and whether images with a resolution higher than 150 d.p.i. are needed.

6 – Estimates will be made for more complex requests or those involving larger volumes of copies (more than 10 photocopies/person), the reproductions being made only after said estimate has been signed by the person in charge of the competent service and by the user making the request.

7 – The reproductions are delivered upon payment of any amounts due, as shown in the corresponding price list.

8 – Requests for reproductions presented by employees of DRAC or other administrative bodies of the State or Region are exempt from payment, but only when such reproductions are for official use.

## Restrictions on reproductions

Due to the state of conservation of the specimens:

9 – Reproductions cannot be made of specimens that are especially fragile or in poor state of conservation, nor of documents already classified as "not accessible for consultation" (documents marked with a red circle in the descriptive instruments).

Due to the availability of alternative support:

10 – Reproductions from the original are not allowed for specimens that have already been microfilmed or scanned. For further information, please consult the following documents:

- ✓ *List of documents on microfilm at Madeira Regional Archives* (available on Madeira Regional Archives)
- ✓ *List of scanned documents at Madeira Regional Archives* (available on Madeira Regional Archives)

Due to legal and contractual limitations:

11 – The reproduction of Madeira Regional Archives (ARM) documents complies with legislation on Copyrights and Right to Privacy, as well as the contracts for deposit or donation of documents signed by ARM.

Unpublished theses and dissertations:

12 – Requests for the reproduction in whole of unpublished theses and dissertations are accepted and orders filled only upon presentation of an original copy of written pre-consent from the author or such authorisation has been previously placed on record.

13 – However, the reproduction of the introduction, conclusion and bibliography is permitted without the author's consent.

## Reproduction for scientific or research purposes of works protected under copyright

14 – In compliance with Copyright Law (Art. 2(b)) *in fine*, and Art. 3(2), both from Law 62/98, of 01 September, Art. 75(2)(a), first part [as well as Art. 81(b)], Art. 76(1)(b), of the Code on Copyright and Associated Rights, all of which as amended by the changes introduced by Law n.º 50/2004, of 24 August, **the reproduction of copyrighted works is permitted in whole, without the consent of the author.** However, such reproduction is only allowed upon presentation by the requesting party

of a signed Statement of Liability, in which the user pledges to use the work for scientific or research work only.

## Ceding of scanned images for purposes of diffusion/publication

15 – The use of images of specimens of ARM is authorised upon presentation of a signed Statement of Liability (available on-line) which sets forth the limitations for the use of the images.

16 – When used in publications, the specimen must be identified and duly credited as belonging to the collections of the ARM, and the user shall agree to send the ARM two copies of the work for which the reproductions are to be used.

17 – The use of digital reproductions of works protected under copyright for the purposes of diffusion or publication is permitted only upon presentation by the user of a statement identifying the holder(s) of the rights to the document(s) and the authorisation granted by the holder(s) for such reproduction.

18 – When images that have been previously reproduced and published are reused for a new publication, a new request must be submitted and the corresponding fee paid.

19 – In the event that more than 5000 copies of the work are to be published, a fact that must be included on the form when requesting the reproductions, the user shall be charged a supplementary fee of 3%.

## Restrictions on the use of digital images

20 – The images scanned by ARM may not be ceded to a third party or used for any purpose other than that which is listed on the signed Statement of Liability.

21 – The images furnished may not be subjected to any framing; any alteration is considered a violation of copyright.

## Other cases

22 – Cases not provided for in these Regulations shall be the responsibility of the Directors of Madeira Regional Archives.