

Self-service Photography in the Richard Burton Archives

The Richard Burton Archives permits the use of cameras in the Reading Room subject to the following guidance and conditions:

- Readers are permitted to use a compact camera, tablet or mobile phone to photograph some of our collections on a case-by-case basis – please check with Archives staff. There is no charge for this facility.
- A copyright declaration form must be completed which lists all material photographed.
- Photography is permitted for personal study or non-commercial research and must not be distributed to others by publication on the internet, in print, or otherwise without permission.
- It is your responsibility to ensure that your copying is in accordance with current copyright legislation. Please note that different regulations apply to published and unpublished materials and to text and images.
- Items must remain on the supports (cushions, foam etc.) which have been provided. Please do not remove fastenings, fold pages, or otherwise manipulate the item to achieve a better image.
- Mounted or otherwise packaged material must only be photographed in the packaging.
- Please be considerate of other readers when taking photographs and to minimise disruption audible sounds or alerts on your device must be switched off.
- A card bearing the name of the Richard Burton Archives should be included in each photograph. These cards are available in the Reading Room.
- No flash photography, tripods, handheld scanners or video recording is allowed.
- Photography of people in the Reading Room or computer screens is not permitted.
- Staff cannot assist with the making of copies.

Some material cannot be photographed, including:

- Items where the format, size or condition mean they are at risk of damage.
- Items where there may be data protection, privacy or third-party rights issues.
- Items where issues such as confidentiality or restrictions stipulated by depositors or donors preclude copies being made or supplied.

Revised September 2026