

**PHOTOGRAPHIC SERVICES AT THE PEPYS LIBRARY, OLD LIBRARY
AND ARCHIVES OF MAGDALENE COLLEGE, CAMBRIDGE**

The historic libraries and archives of Magdalene College have a photographic database of selected items from the collections. Orders for photographs may be placed with the Library staff and it will normally be possible to supply copies within 6 weeks. The staff will try to expedite urgent requests, but cannot guarantee to supply materials more quickly.

Where new images must be ordered, staff will consider the suitability of the item for photography. To order images for private study, please download and complete the 'Photography Order' form from the website and email it to pepyslibrary@magd.cam.ac.uk, or if your order relates to the College Archives, archivist@magd.cam.ac.uk. Please take care to specify the correct item number as it appears in the printed catalogues, page and/or folio and, to avoid delays, identify the content of the image required.

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If you wish to reproduce the image you will need complete the 'Request to Reproduce an Image' form, in addition to the 'Photography Order' form. This can be downloaded from the website.

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REPRODUCTION AND PHOTOGRAPHIC SERVICES**

1. All fees are payable in advance in pounds sterling. No photographic material can be supplied on approval. The College Office will raise the invoice and, under their direction, payments may be made using a variety of methods. Cheques should be made out to 'Magdalene College, Cambridge'. All prices are subject to V.A.T. and postage and packing (if applicable)
2. If you wish to cancel your photographic order after the invoice for the order has been issued, a cancellation fee of up to 100% of the invoice amount may be charged, depending on what stage the photographic order has reached.
3. Acknowledgement must be made to "The Pepys Library, Magdalene College, Cambridge" (or, for items from the Old Library or College Archives, to "The Master and Fellows of Magdalene College, Cambridge"). Where digital images are supplied for publication electronically, the purchaser must take reasonable precautions to ensure that the image cannot be illicitly copied, and they must be displayed at a resolution of 70dpi or lower.
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6. Photographic requests must reach library staff at least 6 weeks before the date by which the material is required.
7. The original photograph(s) ordered (digital or print) remains the property of the College and may be used for any purpose authorised by the College.
8. All orders are accepted at the discretion of library staff. Where an item cannot be photographed for reasons of conservation, the library staff's decision is final.