

## Order forms for digital images/microfilms: procedures



Clients may order digital images of items from the collections (e.g. a manuscript page; a copy photograph; a portrait etc.). Occasionally, images are requested from items for which the Academy is not the copyright holder. In these cases the requester is advised of the fact. All images are provided for personal use and requests for permission to reproduce an item or several items in a publication or other media must be made using a Permission to Reproduce form.

1. The requester completes the order form indicating the item/s for photography and the selected digital format.
2. The form includes a copyright declaration and advises the requester re the need to request Permission to Reproduce in the event that the item is to be re-used.
3. The requester's contact details and details of the item/s requested are input to a secure spreadsheet in order to manage payments and regularly to manage follow-up permissions or licences.
4. On completion of the photograph order, the item is despatched, usually by secure file transfer and an invoice is sent to the requester.
5. The invoice and subsequent payment are noted on the spreadsheet.
6. The same form is used to order duplicate copies of existing microfilms.

### Retention Schedules for digital image order forms and records:

- 1** For items under RIA copyright, the forms are retained for three years for audit purposes and thereafter securely shredded. For items under non-RIA copyright, the forms are retained for seven years for statutory purposes and thereafter securely shredded.
- 2** Invoices are retained for 7 years and thereafter securely shredded.
- 3** After three years for items under RIA copyright and seven years for items under non-RIA copyright, personal data apart from name and/or institution (i.e. addresses, email details and phone numbers of individuals) are deleted from the spreadsheet.
- 4** The spreadsheet is held indefinitely for record purposes and for the generation of anonymised statistics.