FAQ IMAGES SPECIAL COLLECTIONS

LEIDEN UNIVERSITY LIBRARIES

How do I request images from the Special Collections?

You can order digital images directly via the Catalogue. At each item description from the Special Collections, within the tab *Availability* you will find the button *Order digital image(s)*. You can fill in the online form and place your order right away.

It is also possible to order reproductions of uncatalogued items via the Catalogue. If you do know the shelf mark, but you can't find the item in the Catalogue, then make use of the button *Order digital images* you will find on the tab *Special Collections*.

Direct link to request form digitization special collections

How long will it take to process my request?

After your request you will receive an invoice. The images will be sent within approx. 2 weeks after payment. When ordering reproductions of multiple works delivery times may take longer.

How much will my request cost?

Our standard service costs are listed in the order form. Possible bank charges will be listed on the invoice. Sometimes extra costs will be charged, you'll receive an email for permission first.

What kind of objects can I request reproductions of?

You can fill in the form for any kind of image. Staff will look into your request. If an image cannot be ordered, you'll receive an email.

May I request reproductions of multiple materials in the same form?

No, please complete the request form for each single object or shelf mark. However, multiple reproductions may be made from each object or shelf mark requested.

My request was rejected, why?

The UBL tries to fulfil all requests, however there may be exceptions and the UBL may refuse a reproduction request on account of the vulnerability of the object, due to the limitations of its use, or other circumstances. Your request may also be rejected due to copyright restrictions.

Do I need to ask the UBL permission to publish images?

No, you don't need to ask the UBL permission to publish images. If you are intending to publish material from our collections then you should make sure you:

- include a proper acknowledgement of the creator(s) of the original work
- include a proper acknowledgement of the source of the publication: Leiden University Libraries + shelf mark.

Some items are protected by copyright. For reuse of copyrighted images, you must request permission personally from the copyright holder. Works of literature, science and art are protected by copyright, which lasts for the life of the author plus a period of 70 years. Copyright holders are: the creator, any other collaborating creator(s), surviving relatives or entities to which the copyrights have been transferred. Reuse means all acts of publication and reproduction. Leiden University Libraries assumes no responsibility for damage in any way resulting from or connected to the reuse of images from originals from its collections.

We appreciate if you provide the library with a copy of your publication (Leiden University Libraries, Special Collections, Witte Singel 27, 2311 BG Leiden).

Will the UBL charge a fee for publication of those reproductions?

No, for the use of images, free from copyright restrictions, in publications the UBL will not charge a reproduction fee.

We appreciate if you provide the library with a copy of your publication (Leiden University Libraries, Special Collections, Witte Singel 27, 2311 BG Leiden).

Am I required to acknowledge or credit the UBL when publishing reproductions?

Yes, the user is obliged to include a proper acknowledgement to the source in the publication: Leiden University Library + shelf mark.

Can I also take my own photographs of Special Collections materials?

Yes, you may take photographs, with the understanding that they will be taken without disturbing other visitors and there are several rules that apply:

- You may only make photographs with staff permission
- You must take the photographs in the Reading Room
- You may not use flash, a tripod or scanner
- The photographs are for personal use only.