

FAQ IMAGES SPECIAL COLLECTIONS

How do I request digital 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. You will find more information at the [FSSC Service Point](#).

What kind of objects from the special collections can I request reproductions of?

You can make a reproduction request for all objects in the special collections. If objects are smaller than 60 x 90 cm standard rates apply. If objects are larger than 60 x 90 cm extra costs will be charged and more than one image may be necessary to capture the complete object. When possible, these images will be merged into one image. Before charging extra costs an employee from the Special Collections Services Department will contact you.

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.

Are reproductions always created from the original?

When ordering a PDF; if an analogue reproduction of an original work is present in our collections, this will serve as the source for the prints and the digital reproductions. When ordering a TIFF; the reproduction will be made from the original.

My request was rejected, why?

The UBL (University Library Leiden) 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 consent to publish reproductions of material from the UBL?

Yes, the UBL's written consent is required for the publication of textual editions or for the publication of reproductions of (pages from) Leiden material. For more information, please contact specialcollections@library.leidenuniv.nl.

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

For the use of reproductions in textual editions and publications the UBL may charge a reproduction fee.

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] and has to provide the UBL with a complimentary copy. For more information, please contact specialcollections@library.leidenuniv.nl.

How do I know if the material I requested is protected by copyright?

Works of literature, science and art are protected by copyright, which lasts for 70 years after the death of the author.

What if the material I requested reproductions of is protected by copyright?

Obligations to the party entitled, concerning publication and multiplication must be dealt with by the user directly. The library has no responsibility in this respect.

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.
- You must receive written permission to publish any photographs taken