

# Reproduction

## Definition

Managing and recording the creation of images and other kinds of reproduction of objects, including digital copies.

## Scope

The procedure helps you manage the results by linking information about reproductions and the original items they depict. New reproductions are likely to be digital, such photographs, scans (including 3D) and transfers of audiovisual tapes. You can also use this procedure for photographic prints, negatives and transparencies, as well as 3D casts and models.

There are many different reasons why you might need to reproduce objects. These include: making copies of physically vulnerable items for conservation reasons; taking photographs to record the condition of items or for identification purposes in case of damage or loss; to help researchers; or for a wide range of public-facing activities. The intended uses will influence the quality of reproduction that is appropriate. Often you will want several versions derived from the same original: eg, very large, high-resolution master images, and working copies edited for website use.

This procedure is not intended to cover the use of reproductions, such as the publication of images. For this, see the ***Use of collections*** procedure and also ***Rights management***.

This procedure is also not intended for born-digital items such as original artworks or oral history interviews that were created in digitised form. These should be managed as you would any other (physical) item in your collections.

## The Spectrum standard

You should have a **policy** on reproducing items in your care. This could either be a standalone document or part of a wider collections management policy. Either way, in deciding your policy you will most likely need to consider these questions:

- What reproductions should normally be made during other procedures?
- What standards should be followed for different kinds of intended use (eg file type and resolution)?

- What is your format for naming or numbering reproductions, including digital files and working versions of master copies?
- Where do you store reproductions, including digital files?
- How do you make regular back-ups of digital reproductions?
- How will you ensure that everyone who might make reproductions of your objects is aware of, and complies with, your rights management policy?

You should also have a written **procedure** that explains the steps to follow when making reproductions of items. Spectrum's suggested procedure is a useful starting point, but however you do it, your own procedure should meet the following minimum requirements:

Minimum requirement	Why this is important
All new reproductions are made in line with your rights management policy.	You do not expose your museum to risk beyond the level accepted in your policy.
Every reproduction has a unique Reproduction number, including working versions of master copies.	You can uniquely identify each reproduction and link it to relevant information.  You do not accidentally overwrite a master copy with an edited version.
Every reproduction has some kind of catalogue record that includes its Reproduction number and its storage location.	You can quickly find any reproduction when you need it.  You do not build up folders of undocumented images.
Records of reproductions and original items are linked using their Reproduction number and Object number respectively.	You can easily see from an object record what reproductions exist.  You can easily get information (eg for a caption) about the objects that feature in a reproduction.
Any intellectual property rights associated with reproductions (as opposed to the original items) are clearly referenced in reproduction records.	You are clear about terms agreed with freelance photographers.  You do not accidentally license an image to someone that is not your copyright.

# Suggested procedure

## Requesting reproduction

### Clarify the main purpose of the request.

You will often need to make reproductions in the course of other Spectrum procedures. Clarify the main purpose of the request, as your reproduction policy may influence the type and technical specification of the reproduction.

### Check that the request is in line with your rights management policy.

Follow your rights management procedure to check that reproducing the items in question is within your rights management policy, and go to ***Rights management***.

### Send whoever is carrying out the reproduction the information they need.

Provide the person or organisation carrying out the reproduction the following information for each object:

- Object number.
- Brief description of the item.
- Dimensions of the item as it is and, if relevant, as it will appear in the reproduction (eg an open book).
- Handling requirements for the object.
- Storage requirements for the object.
- Type, size and number of reproductions required (eg digital file, black and white print, scale of model).
- View required (eg part of item or close-ups).
- Location of object.
- Contact name of the person in your organisation.
- Date by which the work is to be completed.

### Do the objects need to be moved?

If the object needs to be removed from its normal location in order to be reproduced then go to ***Location and movement control***.

### Make the reproduction.

# Documenting the resulting reproduction

## Record information about the reproduction.

Record the following information in a catalogue record (treating the reproduction as another kind of object in your collection):

### Object identification information

- **Object number**(s) of the item(s) depicted in the reproduction.

### Reproduction information

- **Reproduction number** or other unique identifier (such as a digital file name that follows a system set out in your reproduction procedure).
- Date of reproduction - **Reproduction date** (use a standard format).
- The name and contact details of whoever is requesting the reproduction:
  - **Reproduction requester** (use a standard form of name) and **Address**.
- The name and contact details of whoever made the reproduction:
  - **Reproduction creator** (use a standard form of name) and **Address**.
- Reason for reproduction - **Reproduction reason** (use a standard term source).
- Type of reproduction (eg digital image or analogue photograph) - **Reproduction type** (use a standard term source).
- Format of the reproduction (analogue format or digital file type, eg 35mm or JPEG) - **Reproduction format** (use a standard term source).
- Status of reproduction among multiple copies (eg master, backup, working copy) - **Reproduction status** (use a standard term source).
- Description of the reproduction (which part of the object was reproduced, what else appears in the reproduction) - **Reproduction description**.
- Location of reproduction (physically, or in a file system) - **Current reproduction location** (use a standard term source).

### Rights information

Record the copyright or publication right details. These are rights associated with the reproduction itself, rather than with the subject.

- A reference number for the right being described - **Right reference number**.
- Type of right - **Right type** (use a standard term source).
- Name and contact details of the holders of the right (there may be more than one):
  - **Right holder** or **Right holder's contact** (use a standard form of name).
  - **Address**.
- Start date of the right - **Right begin date** (use a standard format).
- End date of the right - **Right end date** (use a standard format).
- Reference to any documentation associated with the right, including licences or waivers granted to and by you - **Right note**.
- The locations of any filed documentation - **Document location**.

# Reproduction

## Requesting reproductions

