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

The Pepys and the Old Libraries have a photographic database of selected items from the collection. Some items are available to purchase on microfilm where a master copy already exists (no new microfilms can be supplied). Orders for photographs or microfilms may be placed with the Library staff and it will normally be possible to supply copies within 6 weeks, although microfilms, which are sent away for processing, may take longer. The staff will try to expedite urgent requests, but cannot guarantee to supply materials more quickly.

Where new images must be ordered, library staff will consider the suitability of the item for photography. Images are usually supplied within 6 weeks.

To order images for private study, please download and complete the ‘Pepys Library Photography Order’ form from the website and email it to pepyslibrary@magd.cam.ac.uk. Please take care to specify the correct item number as it appears in the printed catalogue, page and/or folio and, to avoid delays, identify the content of the image required.

Images are supplied for private study only. They may not be reproduced without prior permission of the college, including on social media.

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

REGULATIONS AND CONDITIONS FOR REPRODUCTION AND PHOTOGRAPHIC SERVICES

1. All fees are payable in advance in pounds sterling. No photographic material can be supplied on approval. Payment may be made by credit card (Visa, MasterCard), debit card, bank transfer or cheques drawn from UK banks. 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, 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.

4. Only images supplied by Magdalene College may be used. Permission to reproduce an image does not allow reproduction of images sourced from elsewhere, such as those scanned from other publications or downloaded from the internet.

5. Conditions of supply and reproduction must be accepted in writing by the publisher/film-maker. This may be achieved by completing, signing and returning the relevant form by email or by letter addressed to the Pepys Librarian, Magdalene College, Cambridge.

6. Photographic requests must reach the Pepys Librarian at least four weeks before the date by which the material is required, and please note that some items may take longer.

7. The original (digital or print) of any photography ordered 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 the Pepys Librarian. Where an item cannot be photographed for reasons of conservation, the Pepys Librarian’s decision is final.