Policy for the use of personal cameras in the
Special Collections & Archives Reading Room

Personal cameras may be used in the Reading Room under certain conditions, depending on the
physical condition of materials and the rules of the Reading room. This policy seeks to balance
research needs and collection preservation while minimizing disruption to other patrons.

Reading Room staff will assess the physical condition of items to be photographed. If an item is
too fragile, photography will not be allowed. Please ask about other available options.

All patrons wishing to take digital photographs of Special Collection and archives materials must
complete this request form and comply with the rules specified below.

- **Photographs must be for personal use only.** Patrons interested in acquiring high
  resolution, publishable images for a fee should ask the Reference staff about options. A
  completed citation flag must be included in each shot. **Photographs taken in the
  Reading Room may not be published, posted on the internet, donated or sold to
  another repository, or exhibited.** Photography is meant to reduce the need for
  photocopies and to supplement note taking, not to create a complete personal copy.

- **Users are responsible for complying with copyright law.** By signing this document, I
  agree to indemnify and hold harmless the University Library, its agents and employees
  against all claims, demands, costs, and expenses incurred by copyright infringement or
  any other legal or regulatory cause of action arising from the use of these photographs.

- **Use of flash equipment is prohibited.** Users may be asked to take a test shot to
  demonstrate that the flash component of your camera is deactivated before proceeding.
  Please see the reverse side of this sheet for other prohibited accessories.

- **Handle the material with care.** If the physical condition of a volume will allow
  photography, Reading Room staff may assist in positioning the item such that it is fully
  supported. Do not lay a book flat, attempt to open a volume more that its spine will easily
  allow, or push down on the leaves of a book to flatten it. Manuscript material must be
  photographed in its folder, in the order in which it has been arranged. Multiple sheets
  may not be removed to photograph in a single shot. Please ask if you need assistance.

- **Library staff, the Reading room, or other researchers may not be photographed.**
  Care must be taken not to disturb others.

Please follow these and any additional instructions given by Reading Room staff

I have read the policy for the use of personal cameras in the Reading Room and agree to abide by
its terms. If I fail to comply, I understand that my privilege to use a camera in the Reading Room
will be rescinded. I understand that I will be charged $10 per day to use a camera in the Reading Room.

Signature_________________________________________ Date____________________

Name (Please print)____________________________________________________________
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What equipment may be used?
• Personal cameras, cell phones in airplane mode (telephone capability disabled), library book cradles, foam supports, and book snakes may be used.

What equipment may not be used?
• No flatbed scanners, laptop cameras, tripods, video cameras, camera bags, flash, lights, copy stands, extension cords, audio, or stools are allowed.
• Furniture may not be rearranged. Patrons may not stand on chairs or tables.
• Material may not be held up by hand or placed on the floor or any surface but the table in use.
• Material may not be folded or removed from sleeves or mats. Staff will assist when fasteners must be removed.

What may not be photographed?
• Materials restricted by donor agreement or copyright law.
• Materials received on Interlibrary Loan may not be photographed unless specifically allowed on the loan agreement.
• Preservation needs always take precedence over photography needs.

What procedures are required for identification of materials?
• Patrons must identify the item(s) they photograph within the frame of their shots. The Library will supply citation streamers for users to fill out. If appropriate, a streamer may be reused in multiple shots. Special Collections staff will not be able to supply citation information at a later date for any items photographed without a citation streamer.
• Images without any form of citation will be considered unauthorized photographs.

What are the limits to the quantity of material photographed?
• There are no limits to quantity. Time limits may be assigned when other patrons are waiting to use the space.

Is it permissible to photograph copyrighted material?
• The Library assumes no responsibility for the determination of copyright status or copyright infringement on the part of our users, not does it prohibit users from making copies for private study, scholarship, or research. Users are responsible for complying with copyright law.

Where will photography be permitted?
• Readers wishing to use digital cameras must sit at table C only.

What is the charge for taking photographs in the reading room?
• There is a charge of $10 per day to use a camera in the reading room.