



Research Center Digital Camera Use Policy

The Research Center permits limited patron photography in the main Reference Room. To avoid disrupting other users, please take careful note of the following policies. We reserve the right to deny requests or revoke the photographic privileges of users. Digital cameras are not allowed in the Photograph Archives Reading Room.

1. Photographs taken of collection items are for *reference purposes only* and may not be reproduced, shared with others, published, or posted on the web. Images for publication must be requested by submitting a Digital Image Order form and Permission to Publish form. Fees will apply.
2. Only digital cameras, SLR cameras of standard focal length, and mobile devices may be used; clicks and audible alerts must be disabled. No tripods, scanners, camera flashes, laptop cameras, SLRs with a larger than standard focal length lens, or special lighting are permitted. Users may not stand on chairs or rearrange furniture to get a better image.
3. All materials must be handled carefully per staff instructions. Staff are available to assist you with this. Bound volumes must be supported in a book cradle; pressure must not be applied to bindings. Unbound material must remain in its original folder and be kept in order.
4. The use of reproductions from materials in copyright is subject to fair-use provisions of Title 17, United States Code (see Copyright Notice below).
5. No pictures may be taken of the Reference Room, other readers, or the staff.
6. It is the responsibility of each user to keep complete and accurate citations (complete location information) for all items photographed. Subsequent orders for high-resolution images cannot be processed without this information. We strongly suggest that you write the Call Number and Page Number, Collection Number and Box/Folder number, or Item Number on the template provided to facilitate your record keeping.

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I have read and will comply with the policies above.

Signature: _____

Printed Name: _____

Date: _____