Camera Use in the SCRC Reading Room

Researchers may take photographs of collection materials for study purposes only, and as allowed by Special Collections Research Center, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures

- I will obtain permission from library staff before taking any photographs.
- I will indicate all items to be photographed and show them to library staff for approval.
- I will provide a list of all [collections or items] photographed.
- I will use my personal camera only—no portable scanners.
- I will include in each photograph a nameplate provided by SCRC identifying the repository.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication-quality images or requesting permission to quote.

Materials handling rules

- I will handle the materials with care and according to SCRC rules.
- I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph, as well as keep materials flat on the table or in the stand/cradle provided.
- I will ask SCRC staff for assistance with fastened items.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash and sound on my camera.
- I will not use special lights
- I will not take photographs of the staff, reading room, or other researchers.
- I understand that the SCRC reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- I will use the photographs for my private study, scholarship and research only.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
• I will request publication-quality images from SCRC at its standard fees.
• It is my responsibility to obtain permission to publish from copyright owners.

**Copying and Copyright**

The Special Collections Research Center furnishes copies of special collections material as an aid to private study, scholarship, or research. The Center reserves the right to refuse copying because of the physical condition of the material, restrictions on the material, or copyright laws. The amount of copying may be limited at the discretion of the Center or the donor; copying for other than scholarly purposes may be limited at the discretion of the Center or the donor.

The copyright law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

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