

## Personal Camera and Scanner Use in the Reading Room

Researchers wishing to use personal digital cameras/scanners to photograph/scan Foundation Library and Archives materials are required to sign this agreement form governing the terms of personal camera/scanner use. This agreement form must be completed every calendar year. In doing so, researchers agree to the following conditions:

### Library and Archives Procedures

1. The Foundation Library and Archives reserves the right to prohibit the photographing of any of its collections.
2. Researchers must contact the Library and Archives in advance to apply for permission to use a personal camera/scanner in the reading room and to ascertain whether the materials they wish to see will require screening.
3. Researchers must verbally notify library staff prior to each camera use so that library staff can review the material they plan to photograph. In some cases, same day approval may not be possible.
4. Permission to photograph items in one collection does not imply permission to photograph items in other collections.
5. Researchers must keep track of all photographs by filling out the appropriate duplication form. A list of all items photographed must be provided to library staff at the end of each day.
6. No more than 50 pages or 20% of any book, manuscript or collection (whichever is smaller) can be photographed. Photography is meant to reduce the need for photocopies and to supplement note taking, not to create a complete personal copy.
7. Use of flash, outside lights, templates or other equipment is prohibited. Small tripods that can be used without being placed on original materials are permitted. Researchers may be asked to take a test shot to demonstrate that the flash component of their camera is deactivated before proceeding.
8. For security reasons, researchers must remain behind their tables, facing forward, while making digital images.
9. The taking of photographs must not be disruptive to other researchers. All audio functions on digital cameras must be turned off prior to taking photographs.
10. Photography of other researchers is prohibited. Photography of library staff must be done with their permission.
11. Researchers may photograph only those materials currently checked out to them. Researchers may not photograph materials checked out to other researchers.
12. Researchers will adhere to any and all restrictions that govern the use of a specific collection.

### Handling Materials

13. Researchers should ask library staff for assistance if needed.
14. Library materials must be handled with care as described in the Reading Room Policies. Researchers handling materials in a way that is potentially damaging, or not following reading room rules and procedures, will have their personal camera/scanner privileges or other reading

room privileges revoked.

15. Materials may not be physically manipulated in order to achieve a better image. All unbound items must lie flat on the reading table. All bound materials must be placed on a book rest. Bound volumes may not be flattened to obtain better images. Pages should never be folded, fasteners should never be removed, and materials should not be removed from sleeves, mattes, etc.
16. 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.
17. Library materials may not be placed on the floor. Standing on tables and chairs or rearranging furniture is not permitted.

### **Citations for Photographs**

18. Researchers must identify the item being photographed within the frame of their shots. The Library will supply citation labels for researchers. If appropriate, citation labels may be reused in multiple shots. Library staff will not be able to supply citation information at a later date for any items photographed without labels. Images without any form of identification will be considered unauthorized photographs.
19. Researchers are responsible for keeping accurate citation information for all items photographed, which will be needed when ordering publication-quality images or requesting permission to quote.

### **Use of Photographs**

20. Photographs may be used only for private study or research purposes only.
21. Images may not be donated, sold, provided to another library or archival repository, exhibited, published or broadcast in any media, or displayed online without permission of the Foundation Library and Archives.
22. Researchers who require high-quality images for publication or broadcast should contact the archivist.
23. Researchers accept full responsibility for determining whether or not U.S. copyright law protects the materials being copied and whether or not their use exceeds the limits of fair use.

NOTICE: Warning Concerning Copyright Restrictions – The copyright law of the United States (Title 17, United States Code) governs that 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 reproduction. One of these specific 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 copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Print Name: \_\_\_\_\_