

Policy for the Use of Personal Cameras in The Ethnic Studies Library

Personal cameras may be used in The Ethnic Studies Library archives viewing area under certain conditions, depending on the physical condition of materials and when not otherwise restricted.

The librarian for the requested collection 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 Ethnic Studies Library archives materials must complete this request form and comply with the rules specified below.

- ***Photographs are for private research only.*** 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 **PHOTOGRAPHS TAKEN IN THE READING ROOM MAY NOT BE PUBLISHED, POSTED ON THE INTERNET, DONATED OR SOLD TO ANOTHER REPOSITORY, OR EXHIBITED.** Photography is meant to reduce the need for photocopies and to supplement note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. Patrons interested in acquiring high resolution, publishable images should ask library staff about options.
- ***Users are responsible for complying with copyright law.*** By signing this document, users agree to indemnify and hold harmless The Ethnic Studies 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, Library 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 than its spine will easily allow, or push down on the leaves of the 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 Library, or other researchers may not be photographed. Care must be taken not to disturb others.***

Please follow these and any additional instructions given by Library staff.

I have read the Policy for the Use of Personal Cameras in the Ethnic Studies Library and agree to abide by its terms. If I fail to comply, I understand that my privilege to use a camera in The Ethnic Studies Library will be rescinded.

Signature

Date

Name (Please Print)

What equipment may or may not be used?

- Personal cameras, cell phones in airplane mode (telephone capability disabled), library book cradles, floor-based tripods, foam supports, and snakes may be used.
- No flatbed scanners, laptop cameras, tabletop 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 or may not be photographed?

- Any item in the collection that has been approved for use.
- 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 (identifying the Library, call number, container number/notes) to users. If appropriate, a streamer 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 a citation streamer.

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, nor does it prohibit users from making copies for private study, scholarship, or research. Users are responsible for complying with copyright law.