

**Special Collections and Archives
Wright State University Libraries**

CAMERA USE POLICY AGREEMENT

Personal cameras may be used in the Wright State University, Special Collections and Archives Reading Room under certain conditions, depending on the physical condition of materials, copyright law, 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 Collections and Archives materials must complete and sign this agreement and comply with the rules specified below.

- **Photographs must be for personal use only.** Patrons interested in acquiring high resolution, publishable images should ask the Reference Archivist about options. A completed citation label 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 **PHOTOGRAPHS TAKEN IN THE READING ROOM MAY NOT BE PUBLISHED, POSTED ON THE INTERNET, DONATED OR SOLD TO ANOTHER REPOSITORY, OR EXHIBITED.** Photography is meant to reduce the need for photocopies and to supplement note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, users agree to indemnify and hold harmless Wright State University Special Collections and Archives, 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 the camera is deactivated before proceeding.
- **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 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.
- **Special Collections and Archives staff, the Reading Room, or other researchers may not be photographed without specific permission from the staff or the person being photographed. Care must be taken not to disturb others.**

I agree to abide by the rules specified above.

Name (Printed): _____

Signature: _____

Address: _____

Telephone: _____

Date: _____

Personal Camera Use FAQs

- **What equipment may or may not be used?**
 - Personal cameras and cell phones with the telephone mode disabled may be used.
 - No flatbed scanners, laptop cameras, tabletop tripods, camera bags, flash, lights, copy stand, extension cords, audio or stools.
 - Collections may not be videotaped.
 - Furniture may not be rearranged. Patrons may not stand on chairs or tables.
 - Material may not be 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.
 - Do not remove staples from original records. Staples will be removed by Special Collections and Archives staff only in instances where the staple obscures information or when the staff recognizes a specific preservation issue.
 - Records will be inspected by a Special Collections and Archives Archivist before photographing. Acid free paper will be used to tab all items to be photographed.
- **What may or not be photographed?**
 - Any item in the collection that has been approved for reading room use may be photographed.
 - If an item has a publicly accessible digital surrogate, patrons will be referred to that on-line surrogate.
 - 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 material?**
 - Patrons must identify the item(s) they photograph within the frame of their shots. Special Collections and Archives will supply citation labels to users. If appropriate, a citation label may be used in multiple shots.
 - Special Collections and Archives will not be able to supply citation information at a later date for any items photographed without a citation streamer.
- **How many photographs may be taken?**
 - There are no limits, **but photography is meant to reduce the need for photocopies and to supplement note taking, not to create a complete personal copy.**
- **Is it permissible to photograph copyrighted material?**
 - Special Collections and Archives 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.
- **What supervision will be provided?**
 - Special Collections and Archives Reference staff will be present in the reading room at all times to monitor photography and will provide citation labels.
 - Reading room staff reserves the right to refuse photography privileges when deemed necessary.