

Policy for the use of personal cameras in the Special Collections Reading Room

Researcher may use personal cameras in the Reading Room for personal use depending on the physical condition of materials, copyright law, donor restrictions 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. The library reserves the right to deny permission to photograph collection materials at its discretion.

- **Photographs must be for personal use only.** Patrons interested in acquiring high resolution, publishable images for a fee should ask the Reference staff about options. 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 **Photographs taken in the Reading Room may not be published, posted on the internet, donated or sold to another repository, or exhibited.** Photography is meant to reduce the need for photocopies and to supplement note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.
- **Users are responsible for complying with copyright law.** By signing this document, I agree to indemnify and hold harmless the Regents of the University of California, 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, Reading Room staff may assist in positioning the item such that it is fully supported. Do not attempt to open a volume more that its spine will easily allow, or push down on the leaves of a 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.
- **Provide a list of all collections or items photographed.** It is my responsibility to keep accurate citations for all items photographed in case I need to obtain permissions or order publication quality images.

Please follow these and any additional instructions given by Reading Room staff.

 BOOK(S) MANUSCRIPT(S)

I have read the policy for the use of personal cameras in the Reading Room and agree to abide by the terms and conditions listed. I understand that my failure to follow them may result in the termination of my camera privileges.

Signature _____ Date _____

Name (Please print) _____

TURN OVER

Policy for the use of personal cameras in the Special Collections Reading Room

What equipment may be used?

- Personal cameras, cell phones in airplane mode (telephone capability disabled). Library book cradles, foam supports, and book snakes may be used when photographing books and pamphlets.

What equipment may not be used?

- No flatbed scanners, laptop cameras, tripods, video cameras, camera bags, flash, lights, copy stands, extension cords, audio, or stools are allowed. Be sure to “mute” camera settings.
- 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. Books should be kept flat or in the cradle/stand provided.
- Material may not be folded or removed from sleeves or mats. Staff will assist when fasteners must be removed.

What may not be photographed?

- Materials restricted by donor agreement or copyright law.
- Materials received on Interlibrary Loan may not be photographed unless specifically allowed on the loan agreement.
- Preservation needs always take precedence over photography needs.
- Library staff, the Reading Room, or other researchers may not be photographed. Care must be taken not to disturb others.

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 for users to fill out. If appropriate, a streamer may be reused in multiple shots. Special Collections staff will not be able to supply citation information at a later date for any items photographed without a citation streamer.
- Images without any form of citation will be considered unauthorized photographs.

What are the limits to the quantity of material photographed?

- There are limits to quantity. Please speak to the person at the desk.

Is it permissible to photograph copyrighted material?

- The University Library assumes no responsibility for the determination of copyright status or copyright infringement on the part of our users. Users are responsible for complying with copyright law.

The copyright law of the United States (Title 17, United States 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 reproduction. 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.