



## Digital Camera Use Policy

### Benson Ford Research Center Reading Room

Researchers may take digital photographs of collection materials for study purposes. Permission is based upon the physical condition of the materials, copyright law, donor restrictions, and reading room rules. The research center reserves the right to deny requests or revoke permission for any reason.

***I agree to the following policies:***

#### **Repository procedures**

- Researchers will meet with and obtain permission and forms from Reading Room staff before taking any photographs.
- Researchers will keep an accurate running citation for all items photographed as they take them on the sheet provided on the Digital Camera Agreement. These will be necessary for publication citations, ordering publication-quality images, or requesting use copies for other purposes.
- Researchers will include a citation strip in every photo. These strips can be found at each desk, or will be provided by Reading Room staff
- Please follow all written and verbal instructions provided by the reference staff

#### **Materials handling**

- Archival materials are irreplaceable, handle them with care and according to research center rules.
- Researchers may look at one box at a time, one folder at a time
- Remove folders from boxes and lay them flat on the table only, do not place materials on floors, window sills, etc.
- Keep material in their folders and in order at all times.
- Do not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph. Do not flip through materials, look at one item at a time.
- Keep materials flat on the table or in the stand/cradle provided.
- Ask staff for assistance with fastened items.
- Do not remove items from their plastic sleeves, the sleeves are there to protect the contents.
- Gloves must be worn at all times when handling photographs, oils from hands can damage photographs.
- Do not stand on chairs, tables, or other furniture, for your own safety.
- Turn off the flash and sound on camera.
- Do not use special lights, tripods, or personal scanners.
- Do not take photographs of the staff, reading room, or other researchers.

#### **Copyright and Use**

- Use photographs for private study and research only.
- Do not publish the photographs in print, post them on the Internet, nor exhibit them.
- Do not donate, sell, or provide the photographs to another repository or individual.
- Publication-quality images are available for a fee. Please see reference staff.
- It is the researcher's responsibility to obtain permission to publish from copyright owners.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_