



## **CAMERA USE POLICY**

Researchers may take photographs of collection materials as allowed by copyright law, as allowed by the Library based on the physical condition of the materials, and as allowed by the following rules.

- Photographs may be taken only with a personal camera or cell phone.
- tripod, flash, or special lighting are not allowed.
- Portable scanners are not allowed.
- Handle materials with care and according to Library rules.
- Keep materials flat on the table or in the stand/cradle provided.
- Do not stand on chairs, tables, or other furniture. Request the Library's step stool if needed.
- Do not put materials on the floor.
- Photographs are not to be used to make a complete personal copy of any book, pamphlet, or periodical.
- Accurate citations for all items photographed are the responsibility of the researcher.
- Permission to publish photographs of materials must be obtained by the researcher from copyright holders.
- The Library reserves the right to deny permission to photograph collection materials at its discretion. Preservation needs always take precedence over photography needs.
- No photographs of the Library or staff are allowed without permission of the Librarian or the Museum Manager.