

Digital Cameras Use Policy for Special Collections & Archives

Patrons may take digital photographs of collection materials for private study, scholarship and research purposes only, and as allowed by the Library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

General Guidelines

Repository procedures

- Patrons will obtain permission from Library staff before taking any digital photographs.
- Provide a list of all items to be photographed on the list of collections/items photographed area on back of this form.
- Take photographs at designated reading tables only.
- Library has the right to restrict the number of pages photographed
- Patrons will provide their own camera [or mobile capture device]
- Include in each photograph a strip provided by the Library stating repository name

Materials handling rules

- Patron will not bend, press down, or otherwise manipulate or rearrange materials to get a better image
- Ask library staff for assistance with fastened items.
- Not remove items from their plastic sleeves.
- Unbound materials must lie flat on the reading table
- Bound materials must be placed on a book stand/cradle provided by Library staff
- Disable any flash mechanisms and sound functions on the camera
- Will not use special lights, supplemental lighting or tripods

Copyright

- Patron is responsible for obtaining permission to publish from copyright owners.
- Will not publish the photographs, post them on the Internet, nor exhibit them.
- Will not donate, sell, or provide the photographs to another repository.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless The University of Connecticut School of Law , and 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.

I have read and understood, and by my signature below agree to comply with the above agreement. I have been notified of my obligation to observe copyright, and I will make only fair use of these copies in my private study, scholarship and research. I accept full responsibility for any infringement of copyright or other legal questions that may arise from use of these copies..

Signature

Date

Print Name

List of book titles & pages photographed.

1.	
2.	
3.	
4..	
5.	
6..	

List of collection items photographed.

Item	Collection	Box	Folder	Item description
1				
2				
3				
4				
5				