

# Albin O. Kuhn Library & Gallery | Special Collections

## Camera Use Guidelines

Researchers may take photographs of collection materials for study purposes only, and as allowed by the library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I, \_\_\_\_\_, agree to the following conditions:  
(print name)

### Repository procedures

*Please:*

- Obtain permission from library staff before taking any photographs.
- Indicate all items to be photographed and show them to library staff for approval.
- Do not photograph more than 50 pages or 20 percent of any book or manuscript (whichever is smaller).
- Use your personal camera only — not a portable scanner.
- It is your responsibility to keep accurate citations for all items photographed, which you will need when ordering publication-quality images, requesting permission, or to quote.

### Materials handling rules

*Please:*

- Handle the materials with care and according to library rules.
- Do not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.
- Keep materials flat on the table or in the stand/cradle provided.
- Do not put any materials on the floor.
- Ask library staff for assistance with fastened items.
- Do not remove items from their plastic sleeves or mats.
- Do not stand on chairs, tables, or other furniture.
- **Turn off the flash** and sound on your camera.
- Do not use special lights.
- Do not take photographs of the staff, reading room, or other researchers.
- Understand that the library reserves the right to deny permission to photograph collection materials at its discretion.

### Copyright \* see copyright warning on verso

- I will use the photographs for my private study, scholarship and research only.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
- I will request publication-quality images from the library at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staff \_\_\_\_\_

## 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 UMBC Albin O. Kuhn Library & Gallery, 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 agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my Special Collections photography privileges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

List of collections photographed. Please print clearly.

1.	
2.	
3.	

List of items photographed. Please print clearly.

Item	Collection / Book Title	Box	Folder	Item description/Accession #/ Pages
1				
2				
3				
4				
5				
TOTAL NUMBER OF PHOTOS TAKEN: _____				