

Use of Personal Cameras

Researchers may take photographs of collection material for private study, scholarship, and research purposes only, and as permitted by the library staff based on physical condition, copyright law, and donor restrictions. Scanning or professional photography can be arranged for those materials that are deemed unsafe for individual photography.

While the library encourages the use of personal photography for study, research, and classroom use, images taken with personal cameras cannot be used for commercial publication. Please ask a librarian for an image reproduction agreement and fee schedule for publication.

The following guidelines ensure the preservation of the collection; the library staff can, at any time, revoke photography privileges if these guidelines are not followed.

Researchers must provide their own equipment.

Flash photography, tripods, and lights are not permitted.

Nothing may be placed on top of collection materials except for a book weight provided by the library.

No marks may be added to or erased from library materials.

Monographs must remain in cradles provided by the library; manuscript or archival items should be kept flat on the table

Materials must be kept in the order in which they appear in folders and/or boxes.

Fasteners should not be removed.

Researchers may not remove photographs or documents from enclosures.

Researchers may not under any circumstances stand on reading room chairs or tables, or move materials away from the reading room tables to obtain a better photograph.

Researchers may photograph only those materials that are currently checked out to them. They may not photograph materials checked out to other researchers.