

Camera Use Policy
Huntington Memorial Library
62 Chestnut Street, Oneonta, NY 13820

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 library policies.

I agree to the following conditions:

Repository procedures

- I will obtain permission from library staff before taking any photographs
- I will indicate all items to be photographed and show them to library staff for approval.
- I will provide a list of all items photographed.
- I will take photographs in the New York Room only.
- I will not photograph more than 50 percent of any book, manuscript, or collection, abiding by copyright law.
- I will include in each photograph taken a strip provided by the library stating that the material(s) is/are used with permission by Huntington Memorial Library
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication quality images or requesting permission to quote.

Materials handling rules

- I will handle the materials with care and according to library policies.
- I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.
- I will keep materials flat on the table or in the stand/cradle provided.
- I will ask library staff for assistance with fastened items.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will turn off and flash and sound on my camera.
- I will not use special lights.
- I will not take photographs of staff or other researchers.
- I understand that the library reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- 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 by contacting the library director. When necessary, the director will consult with the Board of Trustees for permission to use materials for publication.

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 judgement, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless [repository name], 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 camera privileges.

Signature

Date

Name (Please print)

Camera Use Policy
Huntington Memorial Library
62 Chestnut Street, Oneonta, NY 13820

List of collections photographed. Please print clearly.

1. _____
2. _____
3. _____

List of items photographed. Please print clearly.

Item	Collection	Folder	Item description
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____