

Policy on Digital Reproductions with Personal Devices

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

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By signing this document, I agree to abide by the terms and conditions below. I understand that my failure to follow them may result in the termination of my camera privileges.

I will obtain permission from archives staff before taking any photographs and will show all items to be photographed to archives staff for approval. I will provide a list (on reverse) of collections that I am photographing. I will use my personal camera/phone only and not a portable scanner nor will I use any special lights. 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. I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph. I will not take photographs of the staff, reading room, or other researchers. I understand that the library reserves the right to deny permission to photograph collection materials at its discretion.

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I have read the above **NOTICE** and I agree to its requirements. I agree to indemnify and hold harmless the ULS Archives & Special Collections, 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. These materials are for my exclusive use, for the sole purpose of research, scholarship or private study convenience. I will not publish the photographs in print, post them on the Internet, exhibit them nor donate, sell or provide the photographs to another repository. I will request publication-quality images from the archives at its standard fees. I understand that I am responsible for complying with the laws governing copyright and literary property rights.

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List of collections/items photographed. Please print clearly.

Collection Name/Number	Box/Folder	Item Description