

## Personal Camera Use Policy and Agreement Form for LAA Researchers

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**Purpose:** This policy and agreement form includes the rules Library & Archives at the Autry researchers agree to adhere to when taking photographs of Autry collections with digital cameras.

### **Terms and Conditions**

The Autry Museum expressly prohibits the use, copying, display, publication, distribution, transmission, modification, re-posting, or exploitation for commercial or public purposes of any digital image. Use of digital images for purposes other than research and study will require individual permissions and/or licenses because entities and/or individuals other than the Autry Museum may hold proprietary rights in the artifacts pictured. 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 and cultural sensitivity restrictions, and researcher rules.

**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- I will provide a list of all unpublished material photographed.
- I will take photographs at designated stations only.
- I will not photograph more than 20 percent of any copyrighted material.
- I will use my personal camera only, including phone cameras.
- I will include in each photograph a strip provided by the library stating, "Collection from the Library and Archives of the Autry Museum, For Research Purposes Only."
- 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 understand that I may be required to use a provided lanyard, wrist strap, or stand that will better prevent the camera from falling or touching the objects.
- I understand that I may be limited on the number of images I can take per collection or publication and these limitations are at the discretion of the library staff.

### ***Materials handling rules***

- I will handle the materials with care and according to library rules.
- 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 the flash and sound on my camera.
- I will not use special lights and other prohibited equipment.

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- 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.

### **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 from copyright owners.

The Autry Museum reserves the right to refuse a request if, in its judgment, fulfillment of the request would involve violation of copyright law or other restrictions.

I agree to indemnify and hold harmless Autry Museum, 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.

### **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 to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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Signature

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Date

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Name (Please print)



