



### Digital Camera Use Policy

The L. Tom Perry Special Collections permits limited patron photography in the Reading Room. We ask, however, that patrons observe our digital camera use policy. We reserve the right to deny requests or revoke the photographic privileges of users who do not observe this policy.

1. Photographs are *for reference purposes only* and may not be reproduced, shared with others, published, or posted on the web. Images for publication must be requested by submitting a Digital Imaging Lab Patron Request Form. Use fees may apply.
2. *All requests must be approved by staff on an item-by-item or collection-by-collection basis.* Users who wish to photograph materials must sign this form indicating their understanding of and compliance with this policy and must display a digital camera permit (issued by the reference staff) on their table in the Reading Room.
3. Only digital cameras or cell phones may be used; clicks and other audible alerts must be disabled. No tripods, camera flashes, laptop cameras, or special lighting are permitted. Patrons may not stand on chairs or rearrange furniture to get a better image.
4. A Mylar watermark strip (available from the reference staff) must be placed on top of each item photographed. We reserve the right to inspect images for compliance with this policy.
5. All materials must be handled carefully. The reference staff is happy to assist you with this. Bound volumes must be supported in a book cradle and pressure must not be applied to bindings. Unbound material must remain in the original folder and be kept in order.
6. The use of reproductions from materials under copyright is subject to fair-use provisions of Title 17, United States Code (see Copyright Notice below).
7. No pictures may be taken of the Reading Room, other patrons, or the staff.
8. It is the responsibility of each user to keep complete and accurate citations for all items photographed. Subsequent orders for high-resolution images cannot be processed without this information.

#### COPYRIGHT NOTICE

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 reproduction may not be used for "any purpose other than private study, scholarship, or research." If someone later uses a photocopy or reproduction for purposes other than this "fair use" exception that user may be liable for copyright infringement. The user agrees to defend, indemnify, and hold harmless the L. Tom Perry Special Collections and Brigham Young University 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 library materials.

I have read and will comply with the policy above.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Title of Collection/Call Number</u>	<u>Curator Initials</u>	<u>Title of Collection/Call Number</u>	<u>Curator Initials</u>
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