



Design and the Arts Library Reading Room Personal Camera Use Agreement

We are pleased to allow the use of digital cameras on a controlled basis to facilitate the research needs of our visitors. The following policy outlines the necessary expectations and requirements for use of digital cameras in our reading rooms, which is subject to all intellectual property laws including but not limited to US copyright laws, donor-imposed restrictions, and specific conditions and arrangements for preservation.

Use of digital cameras is subject, but not limited to, the following conditions:

Permission to take digital images must be secured from Reading Room staff before taking any photographs.

Digital images are for personal research use only. Photographs taken in the Reading Room may not be published, posted online, or exhibited. Researchers interested in acquiring high-resolution images for publication can find information on our [Duplication Services page](#).

Images of materials made in the Reading Room may not be used for publication, including publication on a website or social media, without permission in writing from the department.

Each item photographed must be recorded on the back of this form with call number, page number or other identifying description. Return the completed and signed form to the Reading Room desk after photography is completed. A copy for your records will be provided.

Curatorial or archival staff reserve the right to deny requests or revoke permission for photography for any reason, including the condition of the material, copyright or donor-imposed restrictions, or disruption to other researchers. Staff reserve the right to examine and request copies of all digital files.

Reproductions made using personal digital cameras may not be made for or donated to other repositories by the applicant without prior written consent of the Arizona State University Library.

Reading Room staff will provide a citation flag that must be displayed in the frame of each digital image.

Researchers may not photograph more than 10% of a published work in copyright and not more than 25% of a manuscript or an archival collection. Some collections have donor-imposed restrictions that prohibit duplication in whole or in part. Photographing these collections is therefore prohibited.

Flash photography is prohibited. Personal scanners and laptop cameras may not be used in the Reading Room to make digital reproductions. Standing on chairs, tables, or other furniture is prohibited. Use of special lights, tripod, and other equipment require prior arrangements.

No video may be shot in the Reading Room without prior permission. No photography or video may be made of the overall Reading Room, staff, or other researchers.

Researchers agree to handle materials with care in accordance with Wurzburger Reading Room policies including but not limited to the following: do not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph; keep materials flat on the table or in the

stand/cradle provided; do not remove items from their plastic sleeves; do not remove fasteners from items; photograph one folder at a time; maintain original order of materials.

Researchers are responsible for complying with US copyright law.

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.

It is the responsibility of the user to obtain permission to publish from the owner of the copyright (the institution, the creator of the record, the author or his /her transferees, heirs, legatees, or literary executors). The user agrees to indemnify and hold harmless Arizona State University, its officers, employees, and agents from all claims made by any person asserting that he or she is an owner of copyright.

I have read and agree to abide by all the terms and conditions of this agreement. I understand that my failure to follow them may result in the termination of my camera privileges.

Name (Printed): _____

Signed: _____ Date: _____

Application approved by: _____

Item	Call/Collection #	Box	Folder	Item description
1				
2				
3				
4				
5				
6				
7				