

## Southwest Collection/Special Collections Library

### Personal Camera Use Policy

Personal cameras are allowed in the Reading Room under the following conditions:

All patrons wishing to take photographs of Southwest Collection/Special Collections material must complete this Personal Camera Use form and comply with the rules and conditions specified below.

- **Only hand-held portable cameras are allowed.** No camera cases, copy stands, tripods, or outside lighting (including flash) can be used in the Reading Room. Patrons may be asked to take a test shot to demonstrate that the flash component and the shutter sound effect of their camera is deactivated before they can proceed.
- **Photographs are for personal use only.** Photographs taken in the Reading Room are to supplement the researcher's notes, and to reduce the need for photocopies, they are not to be used to create a complete personal copy of our material for the patron. Photographs taken in the Reading Room **may not be published, posted on the internet, donated or sold to another repository, or exhibited.**
- **The researcher accepts full responsibility for complying with copyright laws.** By signing our "Personal Camera Use Policy", researchers agree to indemnify and hold harmless The Southwest Collection/Special Collections Library, its agents and employees against all claims, demands, cost and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.
- **The Southwest Collection/Special Collections Reference staff and/or other researchers may not be photographed.**
- **Researchers will not disturb others.** This includes, but is not limited to, moving furniture, standing on tables or chairs, or placing material on the floor to get a better photograph.
- **SWC/SPL staff will assess the physical condition, and availability of all items to be photographed, if an item is too fragile, or under certain restrictions, it will not be photographed.**
- **The researcher will abide by the following handling procedures:** Researchers will not place the documents in peril or take extraordinary means to stabilize the document. Do not attempt to open a volume more than its spine will easily allow, or push down on the leaves of the book to flatten it. Manuscript pages must be photographed in their folders, in the order in which they have been arranged. Multiple sheets may not be removed to photograph in a single shot. If book supports or weight are needed to stabilize materials, please ask the Reference staff and you will be supplied with these items. If leaves are fastened together, please see the reference staff before proceeding.
- It is the responsibility of each researcher to keep complete and accurate citations (name of the collection, title of the book, page numbers, box number, and folder number) for all items photographed. Subsequent orders for high-quality, digital images will not be processed without this information.
- No more than 5% of any manuscript file or book can be photographed. However, this percentage is at the discretion of the Archivist of Record and may be subject to change.

