

Policy on Photographs and Digital Camera use in The Warnecke Architectural Archives

The Warnecke Architectural Archives allow the use of digital cameras on a controlled basis to facilitate the research needs of our users. The following policy outlines the necessary expectations and requirements for use of digital cameras in archives, which is subject to copyright laws and specific conditions and arrangements for preservation.

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

Approved uses and procedures

1. Visitors agree that photographs are for personal study purposes only and may not be reproduced, donated, published, exhibited, nor sold to another repository,
2. Prohibited Duplication
3. Fragile, damaged, or restricted items will not be duplicated in any way.
4. Prohibited equipment and settings
5. Personal scanners, tripods, camera flashes, extension cords and special lighting are prohibited without permission. Audible features on cameras must be turned off.
6. Cell phones must either be muted or placed in "airplane mode."
7. Visitors may be asked to take test shots to demonstrate that their cameras' flashes are deactivated.
8. Appropriate care and handling of any archive materials
9. Materials must be handled properly and with great care. Bound volumes must be supported in a book cradle. No pressure may be applied to the bindings.
10. Loose manuscript material must remain in its corresponding folder. Order of materials must be maintained at all times. Documents must lay flat on the table. Repositioning documents (e.g. holding documents up) to obtain better images is prohibited. Cameras are not allowed to rest on top of materials. If leaves are fastened together, please see the desk attendant before proceeding.
11. Visitors are prohibited from standing on chairs, placing materials on the floor, and rearranging furniture.
12. Any instance of flash photography, mistreatment, and/or damage to materials during photography will result in immediate termination of the privilege. The Warnecke Archives reserves the right to deny photography requests and/or to revoke photographic privileges for any reason.
13. Requirements for Publishing Materials
14. Visitors are responsible for complying with copyright law. Visitors must also acknowledge that it is their responsibility to obtain relevant permission from copyright owners in the event that they decide to publish their work.

Copyright Notice

Images for publication or distribution must be ordered by submitting a written request and signing The Warnecke Architectural Archives **Image Use Policy**. Fees will apply.

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 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.

By signing this document, the user agrees to indemnify, defend and hold harmless **The Warnecke Architectural Archives**, its agents, officers, directors, employees, representatives, associates, and affiliates and each and all of them 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 of the Library's materials, whatsoever, whether or not groundless, which may arise directly or indirectly, for which no permission or authorization was granted.

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Signature _____ Legal Name _____

Email: _____ Date _____