

Personal Camera Use Agreement

Researchers may only make photographs of collection materials in accordance with the terms of this agreement. Reproductions may only be made for private study, scholarship or research (see copyright information on page 2). Publication, exhibition, redistribution or display on the Internet should carry appropriate citations. Correct citation, publication permissions, and information about copyright can be acquired from our Publication and Creative Services at <http://www.asu.edu/lib/archives/creative.htm>. The Department reserves the right to deny or withdraw permission to make photographs at any time to ensure the protection and continued accessibility of the materials.

I agree to follow the following Procedures and Rules:

Procedures:

- Obtain permission from Luhrs Reading Room staff before taking any photographs.
- Turn off sound and flash functions of your camera or camera phone.
- Record on the back of this form call numbers, page numbers or other descriptions of **each item** photographed.
- Sign and date the form when photography is completed and return it to the Luhrs reference desk. Receive a copy of the form for your records.

Rules:

- I will not photograph more than 10% of a published work in copyright, and not more than 25% of a manuscript or an archival collection.
- I will request and receive permission from the repository curator before I use any type of personal scanner on books or manuscripts. Photographs and negatives may not be reproduced using personal scanning equipment.
- I will handle the materials with care and according to Luhrs Reading Room 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 (publication quality reproductions are available for purchase).
- I will photograph materials from one folder at a time.
- I will not stand on chairs, tables, or other furniture.
- If I wish to use special lights or a tripod it is necessary to make prior arrangements.
- I will not take photographs of the staff, reading room, or other researchers.
- I will provide a copy of the digital files created to the Department of Archives and Special Collections upon request.

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 opinion, fulfillment of the order would involve violation of copyright law.

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.

Signature Date

Name (Please print)

List of items photographed. Please print clearly.

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