

**FLORIDA STATE UNIVERSITY SPECIAL COLLECTIONS AND ARCHIVES
CAMERA USE POLICY**

Photographs of collections may be taken in the Special Collections Reading Room under the supervision of the reading room staff, as long as researchers abide by the following rules:

- Researchers must sign a form before taking any images.
- **No more than 30% of a book, journal, manuscript collection, or other work may be reproduced.**
- If researchers do not have a personal camera available, Special Collections owns a digital camera that it will allow researchers to use. To prevent excessive wear and tear to our equipment, and to prolong battery life, **researchers using the Special Collections camera are limited to taking no more than 30 images per day.** Library staff will gladly assist researchers with photography needs. *Researchers needing more than 30 images per day can bring in a personal camera or request images from staff for a fee.*
- No portable scanners, tripods, or external lighting are allowed. **Flash and sound must be turned off before taking images.**
- Collections should be handled carefully during photography. **Researchers should not press down on materials when photographing them.** Book supports are available and should be used to avoid damage.
- Researchers needing higher quality images, images of fragile items, or large volumes of digital images will be directed to our fee-based Reproduction Services.
- The Library reserves the right to deny permission to photograph any item or portion of any item due to the fragile condition of the item, the availability of a reproduction or facsimile elsewhere, donor restriction, or copyright law.
- **All images taken may be used for educational or personal research use only.** Images may not be published, placed on a website, or otherwise disseminated without the written permission of the Dean of Libraries. It is the responsibility of the researcher to obtain copyright permission to publish images from the collection. Researchers may not donate or sell images to another repository, individual, or organization.
- The credit line, "Courtesy of Florida State University Libraries, Special Collections" will accompany each image that is used.

Any instance of flash photography, mistreatment, and/or damage to materials during a photography session will result in immediate termination of the session and cancellation of the privileges outlined in this policy.

By signing below, I acknowledge I have read and will abide by the conditions set forth above. I understand that failure to observe these rules may result in the withdrawal of photography privileges.

Signature_____

Date_____

Name (print)_____

