



## Digital Camera Use Policy

Digital personal cameras may be used in the Georgia Historical Society (GHS) Reading Room under certain conditions, depending on the physical condition of materials and the rules of the Reading Room. This policy seeks to balance improved patron services and collection preservation while minimizing disruption to other patrons.

Reference staff will assess the physical condition of items to be photographed. If an item is too fragile, photography will not be allowed. Please ask Reference staff about other available duplication options.

All patrons wishing to take digital photographs of GHS materials must complete this form and comply with the rules specified herein.

- **Photographs must be for personal use only.** Patrons interested in acquiring high resolution, publishable images for a fee should ask the Reference staff about options. PHOTOGRAPHS TAKEN IN THE READING ROOM MAY NOT BE PUBLISHED, POSTED ON THE INTERNET, DONATED OR SOLD TO ANOTHER REPOSITORY, OR EXHIBITED IN ANY WAY.
- **A completed Digital Camera Citation Form must be included in each shot.**
- **Photographing an entire publication or archival collection is prohibited.** Photography is meant to reduce the need for photocopies and to supplement note taking, not to create a complete personal copy.
- **Users are responsible for complying with copyright law.** By signing this document, I agree to indemnify and hold harmless the Georgia Historical Society, its agents and employees 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.
- **Use of flash equipment is prohibited.** Patrons may be asked to take a test shot to demonstrate that the flash component of your camera is deactivated before proceeding. Please see the reverse side of this sheet for other prohibited accessories.
- **Handle the material with care.** If the physical condition of a volume will allow photography, Reference staff may assist in positioning the item such that it is fully supported. Do not lay a book flat on the table, attempt to open a volume more than its spine will easily allow, or push down on the leaves of a book to flatten it. Archival material must be photographed in its folder/enclosure, in the order in which it has been arranged. Multiple sheets may not be removed to photograph in a single shot. Please ask Reference staff if you require assistance.
- **Reference staff, the Reading Room, or other researchers may not be photographed. Care must be taken not to disturb others.**

Please follow these and any additional instructions given by Reference staff.

I have read the *Digital Camera Use Policy* and agree to abide by its terms. If I fail to comply, I understand that my privilege to use a digital camera in the Georgia Historical Society Reading Room will be rescinded. I understand that I will be charged a fee of \$12(non-member)/\$10 (member) per day to use a digital camera in the Reading Room.

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Signature

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Date

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Name (Please Print)

8/18/2011



***What equipment may or may not be used?***

- Personal digital cameras, cell phones, GHS book cradles, foam supports, and weighted string may be used.
- No flatbed scanners, handheld scanners, laptop cameras, tripods, video cameras, camera bags, flash, lights, copy stands, extension cords, audio, or stools are allowed.
- Material may not be held up by hand, propped, or placed on the floor or any surface other than the Reserved table.
- Material may not be folded, rolled, or removed from sleeves, mats, or other housing. Reference staff will assist in removing fasteners if possible.

***What may or may not be photographed?***

- Any item in the rare and archival collection that has been approved for Reading Room use.
- *Preservation needs always take precedence over photography needs.*

***What procedures are required for identification of materials?***

- Patrons must identify the item(s) they photograph within the frame of each shot. GHS will supply *Digital Camera Citation Forms* to users. If appropriate, a citation form may be reused in multiple shots. Reference staff will not be able to supply citation information at a later date for any items photographed without a completed citation form.

***What are the limits to the quantity of material photographed?***

- There are no limits to quantity.
- Time limits may be assigned when other patrons are waiting to use the Reserved table.

***Is it permissible to photograph copyrighted material?***

- GHS assumes no responsibility for the determination of copyright status or copyright infringement on the part of our users, nor does it prohibit users from making copies for private study, scholarship, or research. *Users are responsible for complying with copyright law.*

***Where will photography be permitted?***

- Patrons wishing to use digital cameras must be using rare or archival materials and sit at the Reserved table.

***What is the charge for taking photographs in the reading room?***

- There is a fee of \$12 (non-member)/\$10 (member) per day to use a digital camera in the reading room.

**Notice: Warning of 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 by 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 judgment, fulfillment of the order would involve a violation of copyright law.*