



Reading Room Camera Use Policy LSU Libraries Special Collections

With prior approval from reading room staff, researchers may take photographs of collection materials for study purposes only, subject to the rules and procedures below. The LSU Libraries reserves the right to deny permission to photograph any collection materials at its discretion.

To photograph published books, journals, maps, state documents, and other published materials

- Request permission from the library staff member at the reference desk ***before*** taking any photographs.
- If you are given permission to photograph, read and sign this agreement. You do not need to complete the "Items Photographed by Patron" form on the back as long as you are working with published materials.

To photograph archival, manuscript, and photographic collections

- Request permission to use your camera from the library staff member at the reference desk. Staff may need to consult accession records or curatorial staff before granting permission.
- Read and sign this agreement and complete the "Items Photographed by Patron" form on the back ***before*** taking any photographs.
- Indicate items to be photographed by placing blank markers in relevant folders. Obtain these from reference staff.
- Make an appointment to use your camera in the reading room. If staffing allows, the appointment may be made for the same day or even immediately. Patrons are limited to one appointment per day.

Handling guidelines for all photography

- Manuscript material must be photographed in its folder, mat, or sleeve in the order in which it has been arranged. Multiple sheets may not be removed to photograph in a single shot.
- 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. Book supports will be provided.
- Do not place materials on the floor or stand on furniture to obtain a better perspective; a step stool will be provided for your convenience.
- Personal cameras or cell phone cameras are allowed, but portable scanners are not.
- Do not use a flash, and mute camera sounds.

Photographs that you take

- **may** be used for your personal reference and research purposes and for class presentations.
- **may not** be given or sold to other individuals or organizations, including other libraries.
- **may not** be used on websites, displayed in public, or published in any form without prior written permission from Special Collections. To request permission to publish or display images, complete the form at <http://www.lib.lsu.edu/special/research/permission.html>. Patrons wishing to publish images may find it preferable to obtain high resolution scans from the LSU Libraries at standard fees.

The copyright law of the United States 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. I agree to assume all responsibility for compliance with laws regarding copyright and literary rights, and hold harmless Louisiana State University & Agricultural and Mechanical College, its agents, and employees from any legal action which may arise as a result of this transaction. I confirm that I understand that permission to photograph does not convey permission to publish or display, which must be requested separately. I understand and agree to the above terms.

Signature

Printed name

Date

Staff member accepting form: _____ **DATE & TIME OF YOUR APPOINTMENT:** _____

