

Centro Library & Archives Camera Use Policy

Researchers may take photographs of collection materials for study purposes only, and as allowed by the archives, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures

- I will obtain permission from archives staff before taking any photographs.
- I will provide a list of all collections photographed.
- I will take photographs at designated reading room tables only.
- I will take photographs to alleviate photocopying and supplement note taking, not to create a complete personal copy.
- I will use my personal camera only (small, handheld camera, tablet or cell phone)—not portable scanners.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when requesting high-resolution images.

Materials handling rules

- I will handle the materials with care and according to the rules governing the use of the archives.
- 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.
- I will ask archives staff for assistance when needed.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash and sound on my camera.
- I will not use special lights or tripods.
- I will not take photographs of the staff or other researchers.
- I understand that the archives reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- I will use the photographs for my private study, scholarship and research only.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
- I will request high-resolution images from the archives at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.

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 a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless the Center for Puerto Rican Studies Library and Archives, Hunter College, CUNY, 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.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my camera privileges.

Signature

Date

Name (please print)

List of collections photographed. Please print clearly.

1.	
2.	
3.	
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