

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

Photographs are meant to alleviate photocopying and supplement note taking, not to create a complete personal copy.

I agree to the following conditions:

Repository procedures

- I will obtain permission from library staff before taking any photographs.
- I will provide a list and quantity of all items photographed.
- I will obey copyright and fair use laws.
- I will include in each photograph a flag provided by the library stating repository name and copyright notice.

Materials handling rules

- I will handle the materials with care and according to library 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 not remove items from their plastic sleeves. If leaves are fastened together, ask staff for assistance.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash and sound on my camera.
- I will not take photographs of the staff, reading room, or other researchers.

Photograph use restrictions

- 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.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication-quality images or requesting permission to quote.

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. Reproduction is not to be “used for any purpose other than private study, scholarship, or research.”

I agree to indemnify and hold harmless Boise State University and 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)

Name		Date	
Phone		Email	

List of collections photographed.

1.	
2.	
3.	
4.	

List of items photographed.

Item	Collection	Box	Folder	Item description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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