



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

Digital Camera Use Policy

The Harry Ransom Center is experimenting with limited patron photography in the Reading and Viewing Room (RVR). To avoid disrupting other users, please take careful note of the following policies. We reserve the right to deny requests or revoke the photographic privileges of users.

1. Photographs are for *reference purposes only* and may not be reproduced, shared with others, published, or posted on the web. Images for publication must be requested by submitting a Photoduplication Order Form and Notification of Intent to Publish Images form. Fees will apply.
2. *All requests must be approved by staff on an item-by-item or collection-by-collection basis.* Users who wish to photograph collection materials must sign this form indicating their understanding of and compliance with these policies and display a photographic permit on their table in the RVR.
3. Only digital cameras or cell phones may be used; clicks and audible alerts must be disabled. No tripods, camera flashes, laptop cameras, or special lighting are permitted. Users may not stand on chairs or rearrange furniture to get a better image and must remain facing forward.
4. All materials must be handled carefully, and staff are available to assist you with this. Bound volumes must be supported in a book cradle; pressure must not be applied to bindings. Unbound material must remain in its original folder and be kept in order.
5. The use of reproductions from materials in copyright is subject to fair-use provisions of Title 17, United States Code (see Copyright Notice below).
6. No pictures may be taken of the RVR, other readers, or the staff.
7. It is the responsibility of each user to keep complete and accurate citations (complete location information) for all items photographed. Subsequent orders for high-resolution images cannot be processed without this information.

COPYRIGHT NOTICE

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I have read and will comply with the policies above.

Signature: _____

Printed Name: _____

Date: _____