

Camera Use Policy

The Harry Ransom Center allows researchers consulting collection items in the Reading and Viewing Room to photograph them in accordance with the <u>Materials Use Policy</u>, unless otherwise restricted.

- 1. To protect others' privacy, do not photograph the Reading and Viewing Room, other researchers, or staff.
- 2. Use only cameras, cell phones or related hand-held photographic devices. Disable clicks and audible alerts whenever possible. We are unable to accommodate tripods, camera flash, laptop cameras, desktop scanners, videography, or special lighting. For your safety and the security of our collections, do not stand on tables or chairs.
- 3. Staff are available to assist you with handling materials carefully. Support bound volumes in a book cradle without applying pressure to the book spine. Photograph unbound material in the order in which it is housed in its original folder. Photographs must not be removed from their protective enclosures. Unbound materials must remain flat on the table.
- 4. When photographing items, document complete and accurate source information. We suggest photographing each item along with its corresponding Aeon slip. This information will be needed in publication citations and should you need to order publication-quality images.
- 5. If source material is in the public domain, and you have created a research account and agreed this policy, free and unrestricted use of your own photography of collection material is permitted. Researchers are responsible for determining the public domain status of materials prior to publication, including publication online and via social media platforms. The Center maintains an online list of *copyright resources* that may assist with determining public domain status.

- 6. We assume most researcher photography will be used primarily for reference and research purposes. For use of reproductions of Center materials in a print or online publication, performance, broadcast, or motion picture or sound recording, we recommend researchers order high-quality digital reproductions from the Center. Fees for this service are assessed on a partial cost-recovery basis.
- 7. With the exception of material in the public domain, we require a completed <u>Notification of Intent</u> for use of photographs in publication; additional <u>fees</u> may apply. If copyright law or other restrictions protect material being used, researchers are responsible for obtaining necessary permission from any rights holders. The Center maintains the online <u>WATCH</u> database identifying some copyright holders. For more information consult the Center's <u>Materials Use Policy</u>.
- 8. The Center permits researcher photography within fair use and other provisions of U.S. Copyright Law. Researchers taking photographs of collection material accept full responsibility for any infringement of copyright and should seek legal counsel if they have questions about copyright liability.
- 9. The Center reserves the right to deny requests or revoke photographic privileges.

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