

PHOTOGRAPHY POLICY

Shaker Village of Pleasant Hill Collections and Archives

General Policy: As a convenience to researchers and to reduce the handling of fragile materials, personal cameras may be used to make copies of rare materials in the library at Shaker Village of Pleasant Hill under certain circumstances. All photographs or images created may be used only for personal research and study and may not be published, distributed on the web, or given to another library, archive, or repository without written permission from Shaker Village of Pleasant Hill and any relevant copyright holder. Researcher and Photographer Produced Photography. Permission to photograph objects, buildings, documents, or the like does not imply permission to publish/reproduce such materials. Researchers/photographers must submit a completed the Application for Permission to Publish Form and are responsible for payments and compliance with all applicable fees and conditions if permission to publish is approved. The archivist will provide the researcher with an identifying strip that must be included in each photograph.

Restrictions: The archives will deny requests to use a personal camera if such use may result in damage to materials or unauthorized reproduction of restricted materials, or if the materials have already been digitized, or for other reasons in its sole discretion. Some of the archive's collections include donor restrictions which prohibit reproductions. Researchers may not use a camera when viewing such collections. Individuals permitted to photograph materials must not disrupt other researchers.

Permissions: Some items in the archives are still under copyright. Permission to photograph items for personal research purposes does not imply permission to publish. Permission to publish, exhibit, perform, broadcast, mount images on the web, or otherwise make the materials available must be applied for separately from any relevant copyright holder. If permission to publish is approved, use fees will apply.

Equipment: Researchers must provide their own equipment. No additional lights, including built-in flashes, may be used. Tripods cannot be used without permission. Researchers must provide their own batteries and memory cards. Any audio signal emitted by the camera must be turned off.

Handling Guidelines: All materials must be handled carefully and in a manner that will not damage them. Materials must be kept in the order in which they appear in folders and/or boxes. Nothing may be laid on top of a book, manuscript, or other items except for a book weight provided by the archivist for this purpose. No part of the camera equipment may touch the materials. Researchers should never write on, erase marks from, or otherwise alter a book, document, or other item. Books must be photographed on cradles provided by the archivist. Researchers using manuscript collections or archives should keep items flat on the table while photographing them. If the document has a fastener, the researcher should ask the archivist for assistance. Researchers may not remove photographs or documents from plastic sleeves.

I have read and agree to abide by this policy

Print name: _____ Date: _____

Signature: _____

Adapted from the policy of the Department of Rare Books, Special Collections & Preservation, University of Rochester, Rochester, N.Y.

