

Research Room – Camera-Use Policy

Researchers may take photographs of collection materials for study purposes only, and as allowed by the Institute, based on the physical condition of the materials, copyright law, and donor restrictions, under the following conditions:

Researchers will obtain permission from the staff before taking any photographs, will indicate all items to be photographed and show them to a staff member for approval. Researchers understand that the Institute reserves the right to deny permission to photograph collection materials at its discretion.

Researchers will include in each photograph a strip provided by the Institute clearly indicating the location of the materials and will keep accurate citations for all items photographed.

Materials must be kept flat and handled with care; researchers may not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.

Researchers may not remove items from their protective sleeves or enclosures, nor remove fasteners, without consulting Institute staff.

Researchers may not stand on chairs, tables, or other furniture, nor use special lights or tripods. The flash and any sound on the researcher's camera must be turned off.

Researchers will not take photographs of the staff, reading room, or other researchers.

Researchers will use the photographs for private study, scholarship, and research only. They will not publish the photographs in print, post them on the Internet, or exhibit them. They will not donate, sell, or provide the photographs to another repository.

Researchers will request publication-quality images from the Institute at its standard fees.

It is the researcher's 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 Jacob Leisler Institute for the Study of Early New York History, 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.

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Signature

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Date

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Name (Please print)

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Email address