

Camera Use Policy

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. Researchers may use their personal camera or the camera provided in the reading room.

Researchers must agree to the following conditions:

Repository Procedures

- I will obtain permission from archival staff before taking any photographs.
- I will include in each photograph a strip provided by the archives stating “Copyright Special Collections and Archives, Georgia State University Library.”
- It is my responsibility to document accurate citations for all items photographed.
- I will limit number of photographs to a reasonable amount. I will not photograph an entire book, manuscript box or collection nor substantial portions of them.
- If needed, I will request photocopies or high resolution scans from the archives for a fee.
- Portable scanners are not allowed.

Materials Handling Rules

- I will not remove items from their folders, plastic sleeves, or mats.
- I will turn off the flash and will not use special lights.
- I understand that the archives reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- I will use the photographs for my private study, scholarship and research only and 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.
- Publication (whether in an article, book, film, website, etc.) requires the permission of the copyright holder.
- It is my responsibility to obtain permission prior to publication.

Failure to follow these terms and conditions may result in the termination of camera privileges.