



Digital Camera Use Policy

NOTICE: 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 other reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request in excess of "fair use," that user may be liable for copyright infringement.

The Moakley Archive & Institute permits the use of personal digital cameras in the Reading Room to photograph materials under the following conditions:

1. Digital images must make do with existing light only, no camera flash or supplementary lights are allowed. Digital camera volume must be turned down or off.
2. Items to be photographed should be handled carefully and kept in order within their folder. Staples may not be removed to aid in photographing multi-page documents.
3. Use of personal scanners is prohibited.
4. Each captured image must include identification of the repository and the folder title. We suggest that you photograph the item with the folder title as part of the image.
5. The photographs are for personal/research use only. Images may not be published in any way without written permission of the copyright holder. This includes print as well as Web publishing. The images MAY be used for unpublished student papers and class presentations without first obtaining permission. Images may not be changed, modified, or embellished without written permission of the copyright owner.
6. If an image is to be published, researchers must obtain a reproduction quality image from the Moakley Archive & Institute. Reproduction and permission fees may apply. Consult the Archivist for more information.
7. Researchers must take full responsibility for keeping track of the source of the image, including collection name, series name, and folder/box number. Archives staff will not track down this information for researchers after their research visit. A form to help researchers keep track of pertinent image information is available upon request.

My signature below indicates that I have read the above rules and the Title 17 U.S. Code copyright notice, and that I agree to abide by these rules.

Signed: _____

Date: _____

Application approved by: _____