



### Rare & Distinctive Collections Digital Photography Agreement

The University Libraries allows patrons to take digital reference photographs of Rare & Distinctive Collections materials for private study, scholarship, and research purposes only. Photography may be prohibited based on the physical condition of materials, donor restrictions, U.S. copyright law, and Rare & Distinctive Collections staff discretion.

#### Procedures

- Researchers must read and sign this agreement before taking any photographs.
- Only cell phone cameras or personal tablets are allowed for digital photography in the Reading Room. Use of other cameras or scanners is generally not allowed and must be approved in advance by the Reading Room Coordinator.
- Archival architectural records: Written permission must be granted in advance from the current owner of the property/building if the researcher wishes to photograph interior architectural floor plans of existing, privately-owned buildings. It is the researcher’s responsibility to locate the owner and obtain this permission.
- Researchers are solely responsible for keeping a list of the items they photograph and in what collection, box, and folder they are located. Staff are not responsible for tracking items photographed by researchers.

#### Materials handling guidelines

- Handle all materials with care. Keep materials flat on the table or supported by a book cradle.
- Turn off flash and sound on cell phones, personal tablets, or cameras (when approved for use by staff).
- Tripods and additional light sources are not permitted, unless approved in advance, nor is use of furniture to stage the photo.
- Ask staff for assistance with fastened items or items in plastic sleeves.
- Researchers must not disturb other patrons or take extraordinary measures (i.e., standing on furniture) while photographing items.

#### Photograph use

- Additional permission from the copyright holder may be required for publication or internet use. Contact [rad@colorado.edu](mailto:rad@colorado.edu) for more information.
- Photographs may not be donated, sold, or provided to another repository or individual.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of digital images, 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 digital image, photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. User restrictions do not apply to images of material published prior to 1923 that are in the public domain due to the copyright expiration.

It is the policy of the University Libraries that no entire collection or book can be copied or photographed. Researchers agree to use digital photographs for research purposes only. Researchers must read and sign this Agreement acknowledging that it is their responsibility to obtain relevant permission from copyright owners in the event they decide to publish their work. Researcher agrees to defend, indemnify, and hold harmless the Regents of the University of Colorado, a body corporate, its agents and employees, and the University Libraries, against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use the University Libraries’ materials or facilities. I have read and agree to abide by the terms and conditions above. I understand that failure to follow them may result in the termination of my digital photography privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print): \_\_\_\_\_