



Camera use in Special Collections



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- Staff reserve the right to make decisions on a case-by-case basis. Fragile, damaged or restricted items may not be duplicated or photographed. **The Library reserves the right to deny permission to photograph collection materials.**
- **Researchers must obtain permission from staff before taking photographs.**
- **Personal scanners, tripods and flashes are prohibited.**
- **Photographs taken are for personal reference and research only.**
- **Materials should also be handled properly and with great care.** Please do not fold pages. If you encounter any uncut pages or damage to the material, please inform staff.
- **Bound volumes must be supported in a book cradle with no pressure applied to the binding.** Snakes or weights may be used and are available.
- Items archivally housed in mylar may not be removed from their sleeves.
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By signing this document, I understand and agree to abide by these guidelines.

Researcher Name (First, Last) *Please print*

Researcher Signature

Date



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