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## POLICY ON DIGITAL PHOTOGRAPHY IN THE SPECIAL COLLECTIONS READING ROOM\*

Readers are permitted to take a limited number of their own digital pictures for study purposes only in the Reading Room: 10 images per rare book and rare photograph collection and 35 images per manuscript archive. Digital cameras are available for loan from the Reading Room Supervisor. Images intended for publication (web or print) must be ordered from Visual Media Services. Forms for this purpose are available in the Reading Room.

It is the responsibility of the reader to keep complete and accurate citations (accession numbers, ID numbers, page numbers, and box and folder numbers) for all items photographed. Requests for permission to quote, or subsequent orders for high-resolution images, WILL NOT be processed without this information.

### PROCEDURE:

- 1) Most Special Collections materials may be digitally photographed. However, in some cases, the reader may be asked to submit a request for professional photography from Visual Media Services due to size or condition of the material. The final determination will be made by the Reading Room supervisor during the reader's visit.
- 2) In the Reading Room, readers must sign the "Terms of Use for Images for Personal Study, Reference, or Lecture" agreement.
- 3) Before taking pictures, the reader must flag the requested pages with acid-free streamers. A Reading Room supervisor will review the material for size and condition before authorizing the photography.
- 4) A personal digital camera and a wrist strap must be used, and the flash must be disabled. A test shot of the corner of the room will be required to insure that the flash is off. The reader is responsible for knowing how the camera works. No cell phones, laptops, or portable scanners may be used in lieu of a digital camera. The camera must be set to silent mode. SLR cameras are not permitted in the Reading Room because they cannot be set to silent mode.
- 5) Readers must shoot each image with the white streamer provided by the Reading Room staff that states: "Special Collections, Research Library, Getty Research Institute." We strongly suggest that you write the ID number, volume, and page number or the accession number, box, and folder number on the streamer to facilitate your record keeping.
- 6) Readers may NOT take pictures of staff members or other readers.
- 7) Material must be photographed in situ. Readers may not alter the supports of rare books or aesthetically arrange material on foam. Only hand-held overhead capture is acceptable; the use of a monopod or tripod, or standing on the furniture, is strictly prohibited.
- 8) Never touch material while photographing; no pressure may be applied to the object.
- 9) Material should NOT be removed from mylar.
- 10) Reading Room supervisors will not assist the reader in taking photographs. If a researcher is having difficulty with photographing the material, then a supervisor will ask the reader to order professional photography from Visual Media Services.
- 11) Readers must be sensitive to others conducting research in the room; readers may be asked to delay their photography if the activity is disturbing other readers.
- 12) The Library reserves the right to deny requests or revoke permission for any reason at any time.

*\*Note: This is an experimental policy intended to provide better service to our readers. This policy and/or procedures may change in the future. (Revised February 2009.)*

