



CAMERA USE POLICY AGREEMENT

Personal cameras may be used in the Cranbrook Archives Reading Room under certain conditions, depending on the physical condition of materials, copyright law, and the rules of the Reading Room. Digital photography is meant to reduce the need for photocopies and to supplement note-taking, not to create a complete personal copy.

Fragile, damaged or restricted items will not be duplicated in any way and entire books or manuscript boxes (or substantial portions of either) will not be digitally reproduced unless otherwise authorized. Reading Room staff will assess the physical condition of items to be photographed. If an item is too fragile, photography will not be allowed.

The Cranbrook Archives grants researchers the privilege of using their personal digital cameras to make digital surrogates of materials in the reading room under the following conditions:

- 1) **Photographs must be for personal use only.** PHOTOGRAPHS TAKEN IN THE READING ROOM MAY NOT BE PUBLISHED, POSTED ON THE INTERNET, DONATED OR SOLD TO ANOTHER REPOSITORY, OR EXHIBITED. Patrons interested in acquiring high resolution, publishable images must fill out a *Duplication Request Form*.
- 2) **Handling material.** The preservation needs of the material outweigh reproduction. Archival and Manuscript material must be photographed in its folder, in the order in which it has been arranged. Patrons must use a book cradle for publications, and may not push on bindings or on the leaves of the book to flatten it, or hold materials up in order to obtain a better quality picture. Nothing may be laid on top of a book, manuscript, or other items except for a book weight provided by the Archives for this purpose. Staff will be present in the reading room at all times to monitor photography and will provide researchers with a [citation template](#) which must be used in each photograph.
- 3) **Material review.** Not all material may be photographed and the Cranbrook Archives reserves the right to deny permission to photograph any item or portion of any item. Digital camera use is subject to the material's condition, copyright laws, donor-imposed restrictions, collection specific restrictions, and other conditions and arrangements for preservation. Staff must review all material before any photography will occur. Oversize items, records or documents in fragile condition, or those already available in microfilm or digital form, are not typically available for digital imaging.

- 4) **Equipment use and restrictions.** Use of cell phone cameras, any form of videotaping, and/or use of flash equipment is prohibited. The patron may be asked to take a test shot to demonstrate that the flash component of the camera is deactivated before proceeding. Please set camera settings to capture images as middle resolution jpegs. Any audio signals must be turned off.
- 5) **Copyright law.** The Cranbrook Archives assumes no responsibility for the determination of copyright status or copyright infringement. The patron is held entirely responsible for adhering to applicable copyright laws as they apply to the materials being photographed.
- 6) **Archives staff, other researchers and/or the Reading Room may not be photographed** without specific permission from the staff or the person being photographed. Care must be taken not to disturb others.
- 7) **Publication use.** Patrons must obtain permission in writing from the Cranbrook Archives in order to publish or display images in any format (including exhibitions, online websites or databases) prior to the use of the images. Please refer to the Cranbrook Archives' *Permission to Publish* form for specific requirements.

I have read and understand the Archives' camera use policies noted above. The digital images requested are for my own use and will be retained by me, returned to the Library, or deleted. They will not be given to another individual or placed in another institution. Receipt of these digitized images does not constitute permission to publish.

Name (Printed): _____

Signature: _____

Email: _____ Date: _____