

# Lancaster County Historical Society

230 North President Avenue • Lancaster, Pennsylvania 17603-3125 • 717 392-4633

Visit our Website at [www.lancasterhistory.org](http://www.lancasterhistory.org)

## Condition Agreement for the Use of Personal Digital Camera

**Policy statement:** In order to facilitate patrons' access to the collections of the Lancaster County Historical Society and to help ensure the long-term preservation of the collection's resources, the historical society permits patrons to use personal digital cameras to photograph material in its holdings. In an effort to meet legal obligations, this policy informs all patrons wishing to photograph collection material of all applicable copyright restrictions. Also, in order to minimize the disturbance to other patrons and guard against the unauthorized publication of images, conditions of use apply.

### Please initial on each line:

- \_\_\_\_\_ **Copyright notice:** Patrons are responsible for obtaining permission from copyright owners, if necessary, and paying any applicable fees. Under the copyright law of the United States (Title 17, USC), libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works, or to allow the reproduction, for the purpose of private study, scholarship, or research, under "fair use" provisions. Any other use of the reproduction may make the user liable for copyright infringement. By allowing photographs and/or granting use rights to publish, the Lancaster County Historical Society does not absolve users of materials from securing permission from copyright owners, as well.
  
- \_\_\_\_\_ The fee for digital camera use for photographing collections material in the reading room is \$5/day, payable in advance. Patrons wishing to take photos of objects or multiple items from the archives collections must make arrangements with the Curator or Director of Archives Services. The fee for photographing archive, manuscript or object collections material is \$20/hour.
  
- \_\_\_\_\_ Patrons will provide staff with a detailed list of archives or manuscript material that they photograph.
  
- \_\_\_\_\_ Only still cameras may be used. Video cameras and scanners are not permitted.
  
- \_\_\_\_\_ All cameras used in the library's reading room must be handheld and used only with available light. Tripods and flash are not permitted in the reading room. The "shutter sound" on digital cameras must be turned off.
  
- \_\_\_\_\_ Patrons' feet must remain on the floor; standing on chairs, stools, etc., is not allowed.

- \_\_\_\_\_ Items being photographed must remain flat on a table. They may not be propped up, placed in a chair, on a shelf, on the floor, etc. The only exception is in the case of fragile items that require the use of a book cradle.
  
- \_\_\_\_\_ Patrons may not photograph more than 25% of any one volume, file, or manuscript collection.
  
- \_\_\_\_\_ Historical society staff reserves the right to limit or deny the photographing of materials for preservation reasons.
  
- \_\_\_\_\_ Patrons may order high-resolution publication or presentation-quality images from the historical society. This agreement does not grant permission to publish images. Permission to publish must be obtained separately from the historical society prior to publication of any images in any format, including use on a web site, in an exhibit or any other use other than personal research.
  
- \_\_\_\_\_ Patrons may not allow others to reproduce the photographic or digital images obtained from the Lancaster County Historical Society Library.
  
- \_\_\_\_\_ This form will be kept on file for the remainder of the calendar year. Patrons will be asked to sign a new form in any subsequent calendar year.

**I AGREE TO THE CONDITIONS STATED ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

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Address

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Telephone

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