

Lancaster County Historical Society

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Visit our Website at www.lancasterhistory.org

Digital Camera Use by Patrons Policy and Procedures

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.

Procedures

Patrons are required to read and sign a condition agreement informing them of copyright restrictions, the conditions of camera use, and the separate procedure for requesting publication-quality images and permission to publish. This agreement covers photography of images from any of the collections. Patrons must sign an agreement each calendar year. Signed condition agreements are kept on file at the reference desk until the end of the calendar year.

Patrons must pay the photography fee prior to photographing any material.

This service does not apply to photographs in our collection. Patrons can order digital reproductions of photographs, photocopy them, or print them from PastPerfect.

The fee for digital camera use for photographing library collections material is \$5/day. This is to help offset the loss in revenue from photocopies. Check with the Director of Archives Services if a patron wishes to photograph original archives material. (See below.) There is no charge for photographing the LeFever or Eby family Bibles. Patrons are required to provide to staff a detailed list of any archives material that they photograph. This information is kept on file by the Director of Archives Services.

Patrons wishing to photograph objects or make extensive photographs from the archives collections must make arrangements with the Stauffer Curator or Director of Archives Services, who might require the photography to be done downstairs or somewhere other than the reading room. The fee for photographing objects or for extensive photography of archive or manuscript collections material is \$20/hour. This is to pay for staff time.

Staff closely monitors patrons who are using digital cameras to ensure that they are abiding by the conditions and not causing disruption to other patrons in the reading room.