

ChicagoHistoryMuseum

Research Center Camera Use Policy

Researchers may take photographs of collection materials for study purposes only. The Research Center staff will determine which materials may be photographed, based on physical condition, copyright law, donor restrictions, and reading room rules.

Research Center procedures require that a researcher:

- Obtain permission from Research Center staff before taking any photographs.
- Photograph only manuscripts and published materials. **Copies may not be made of images in the Chicago History Museum's photograph collection.**
- Indicate all items to be photographed and show them to Research Center staff for approval.
- Take photographs at designated stations.
- Use a personal camera only. Scanners are not permitted.

Materials must be handled with care:

- Materials may not be bent, pressed flat, or otherwise manipulated in order to get a better photograph.
- Materials must be kept flat on the table or in the stand/cradle provided.
- Fasteners or staples may not be removed without consulting Research Center staff.
- Researchers may not stand on chairs, tables, or other furniture.
- Only still photographs may be taken. Flash, sound, video, and special lights are not permitted.
- The Research Center reserves the right to deny permission to photograph collection materials at its discretion.

Photographs taken by researchers may only be used for personal reference and research:

- Photographs may not be published in print, posted on the Internet, or exhibited.
- Photographs may not be donated, sold, or provided to another repository

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless the Chicago History Museum, its agents, and employees against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.

Research Center Camera Use Policy

I have read and agree to abide by the terms and conditions listed above.

Signature

Date

Name (Please print)