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Arizona Health Sciences Library
SPECIAL COLLECTIONS

Personal Camera Use Agreement

Arizona Health Sciences Library Special Collections permits the use of personal digital cameras for copying materials in our reading room. Staff will offer guidance in care and handling of materials and we ask that digital cameras be used according to the policies stated below. Failure to comply with the following procedures could result in personal camera privileges being revoked.

All materials must be handled with care as described in the Research Room Policies Governing Use of Materials. In addition:

- The preservation needs of the material outweigh the technical limitations of the camera.
- Materials must remain flat on the desk or in the stand/cradle provided.
- Customers may not push on bindings, stand on table/chairs, or hold up materials in order to obtain a better quality picture.
- Use of a flash, outside lights, handheld or flatbed scanners, tripods, or other equipment is prohibited.
- Copy loose manuscript materials one document at a time from one folder at a time. Keep documents in their original order.
- Special Collections reserves the right to restrict use of fragile materials or items with donor restrictions.

Digital images may only be used for personal reference and research purposes.

- Use of images for any other purpose, including publication and broadcast, require additional approval and the completion of the Permission to Publish Form.
- Images may not be published, broadcast, or displayed online without prior written permission from Special Collections.

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I agree to the terms and conditions above.

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