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- Images may not be published, broadcast, or displayed online without prior written permission from Special Collections.

The researcher accepts full responsibility for determining whether or not U.S. copyright law protects the materials being copied and whether or not his or her use exceeds the limits of fair use.

- The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyright 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," the user may be liable for copyright infringement.
- Special Collections does not claim to control all rights for all materials in its collection. These rights include, but are not limited to: copyright, privacy rights, and cultural protection rights. The publishing party assumes all responsibility for clearing rights.

I agree to the terms and conditions above.

Signature: ___________________________________________ Date: __________________________

Please Print Name: ___________________________________________