

Camera Use Policy

Researchers may take photographs of collection materials for research purposes only, and as allowed by OSU Special Collections, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures

- I will seek photography permissions from curatorial staff in advance before taking any photographs. Same day approval may not be possible.
- I will receive permission before accessing my camera or camera phone. Portable or handheld scanners are not allowed.
- I will create a list of all items to be photographed and show them to library staff for prior approval.
- I will take photographs, facing library staff, at designated stations.
- I will comply with United States Copyright law in photographing any manuscript or book published after 1922. I understand that photography is meant to alleviate photocopying and supplement note taking, not to create a complete personal copy.
- I will include in each photograph an item identification strip provided by the library stating the repository name and copyright notice.
- It is my responsibility to keep accurate citations for all items photographed.
- I understand that the library reserves the right to deny permission to photograph collection materials at its discretion or to revoke privileges at any time if rules are not followed.

Materials handling rules

- I will handle the materials with care and according to library rules. I understand that preservation concerns may restrict photography. I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.
- I will not place collection materials on the floor. I will keep materials on the table provided.
- I will not stand on chairs, tables or other furniture not meant for that purpose.
- I will ask library staff for assistance with fastened items and with book supports.
- I will not remove items from their plastic sleeves or mats.
- I will keep loose materials in their folder and in order at all times.
- I will turn off the flash and sound on my camera.
- I will not use special lighting.
- I will not take photographs of the staff, reading room, or other researchers.

Use

- I will use the photographs for my private study, scholarship and research only.
- I will not, without permission, publish or share the photographs in print, post them on the Internet, provide access through social media, nor exhibit them.
- I may use photographs for in-class presentations or assignments, with permission from curatorial staff.
- I will not donate, sell, or provide the photographs to any other parties, including another repository.
- I will not alter or manipulate the image beyond standard cropping and resizing
- I will request publication-quality images from the library at its standard fees for any publication reuse.

Repository may request copies of all photographs taken

- If requested, I will provide copies of all of my photographs and citations to the library, and I assign any intellectual property rights that I may possess in them to the repository.

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 a photocopy or other reproduction. 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 Ohio State University Libraries 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.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my camera privileges.

Signature

Date

Name (Please print)

Citations - Billy Ireland Cartoon Library & Museum

List of items photographed. Please print clearly. Additional citations sheets will be provided upon request.

Book & Serials

Call Number	Title	Page Number(s)	Notes

Original Art

Finding Number	Title	Creator	Date

Manuscripts

Collection	Box Number	Folder Number	Notes

