

Manuscript, Archives, and Rare Book Library (MARBL), Emory University

APPLICATION TO USE A PERSONAL CAMERA IN THE READING ROOM

Name _____ Phone _____ Fax _____

Address _____

_____ Email _____

⇒ Sign and date the Reproduction Agreement on the reverse.

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TYPE(S) OF MATERIAL TO BE PHOTOGRAPHED

- books** and other printed items # of images _____
- manuscript/archival** collections # of images _____

.....

PLEASE LIST ALL COLLECTIONS OR BOOKS

<u>Call No./MSS#</u>	<u>Author/Creator</u>	<u>Title/Series (if applicable)</u>	<u>Approved</u>
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REPRODUCTION AGREEMENT

I understand that by signing below I am bound by the following agreement:

1. The applicant has read the policy titled "Using Personal Cameras in the MARBL Reading Room" and agrees to abide by it.
2. Reproduction of library materials will be made by MARBL **for use only in research and private study** by the applicant (except as noted below). Copies supplied may not be reproduced in full or in part. The applicant, without prior written consent of MARBL, may not place them at other repositories.
3. Excerpts from copyrighted materials may not be quoted by the applicant in his or her own work or elsewhere without permission of the copyright holder, except as allowed under the fair use guidelines of the copyright law (Title 17, USC). Reproduction of complete unpublished or copyrighted published works (whether in an article, book, film, website, etc.) requires the permission the copyright holder. The applicant is responsible for obtaining this permission prior to publication. In addition, if the applicant wishes to publish from manuscript materials held in MARBL, permission must also be secured from the Coordinator of Research Services. If the applicant wishes to publish from materials in the University Archives, permission to publish must be secured from the University Archivist. For commercial uses, an additional fee will be charged for each item used. Advance payment of publication fees is required. Applicant understands that certain uses may be subject to additional restrictions.
4. Proper acknowledgement shall be given for all materials used. In citing manuscript and archives materials located in this Library, the format is as follows: [identification of items, title of collection,] Manuscript, Archives, and Rare Book Library, Emory University.
5. The applicant agrees to indemnify and hold harmless Emory University, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of reproductions provided by MARBL.

NOTICE

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 by 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 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 to accept a copying order, if, in its judgement, fulfillment of the order would involve a violation of copyright law.

37 C.F.R. §201.14



Signed _____

Date _____

USING PERSONAL CAMERAS IN THE MARBL READING ROOM

The Manuscript, Archives, and Rare Book Library is conducting a pilot project to determine whether allowing the use of personal cameras in the reading room should be permitted at Emory. It is hoped that the use of personal digital cameras will reduce the handling of fragile materials and help researchers to more efficiently get the reproductions they need for their work. MARBL reserves the right to deny any researcher's request to use a personal camera in the reading room. The library will deny requests to use a personal camera if such use may result in unauthorized reproduction of restricted materials or in damage to materials. In some cases, researchers will be asked to schedule a photo shoot instead. In other cases, reproductions will be made by MARBL staff.

The library is obliged by legal contract to abide by certain donor restrictions, which in some cases include restrictions on reproduction. Researchers will not be permitted to make reproductions of materials in collections with reproduction restrictions without prior written permission. Many materials held by MARBL are fragile or easily damaged. Researchers must handle materials in ways that do not damage them. If it appears that materials may be harmed through the use of personal cameras, reproductions of those materials will be made by MARBL staff.

MARBL seeks to maintain a reading room that encourages scholarship and reflection. If the use of personal cameras disrupts other researchers, researchers wishing to use personal cameras may have to schedule an appointment to do a photo shoot with the materials in a different location.

Permissions

Researchers must apply in advance for permission to use a personal camera (still or video) in the reading room using the Application to Use a Personal Camera in the Reading Room. In the space provided, they must list the collections or books they wish to photograph (and if there are access or reproduction restrictions on any part of that collection, which specific sections or items they wish to photograph). Permission to photograph items in one collection does not imply permission to photograph items in other collections. Researchers may only photograph materials that are currently signed out to them. They may not borrow materials being used by other researchers to photograph them, and other researchers may not bring other materials to them to photograph.

The researcher must sign the Application to Use a Personal Camera in the Reading Room. Through that application, the researcher states that the photographs or images he or she creates will be used only for personal research and study. Researchers should be aware that many items in MARBL are still under copyright. Permission to photograph items does not imply permission to publish. Permission to publish, exhibit, perform, broadcast, mount images on the web, or otherwise make the materials available must be applied for separately.

The researcher also agrees not to place the images in any other library, archives, or repository without written permission from Emory University.

The application will be approved or declined by a member of the Research Services team.

Equipment

Researchers must provide their own equipment. *No* additional lights may be used. If additional lighting is needed, the researcher must arrange for a photo shoot instead. Tripods that rest on the floor may be used, but no other kinds of tripods or copystands may be used. MARBL cannot supply batteries, memory cards, or film.

Handling Guidelines

All materials must be handled carefully and kept in the order in which they are found in the folders and boxes. Records should never be handled or displayed in any way that would damage them. Nothing may be laid on top of a book, manuscript or other item except for a book weight provided by MARBL. No part of the camera equipment may touch the materials. Researchers should never write on, erase marks from, or otherwise alter a book, document or other item. Materials should not be carried away from the table at which the researcher is working. If the researcher wishes to show an item to an archivist, they should ask the archivist to come to their table instead.

Books must be photographed on cradles. Only book weights provided by MARBL may be used to hold the pages open.

Researchers using manuscript collections or archives will be provided with an empty folder to use as a mat. The item to be photographed will be removed from its folder (which will be open flat on the table) and placed on the empty folder. The item and empty folder must remain flat on the table. They may not be propped up. Only book weights provided by MARBL may be used to hold the item flat. Plasticlips should be removed from multipage documents and then replaced before the document is returned to the folder. If the document has any other type of fastener (straight pin, staple, silk ribbon, etc.), the researcher should ask the archivist at the reference desk for assistance. Researchers may not remove photographs or documents from plastic sleeves. If the document cannot be satisfactorily photographed through the plastic sleeve, the reproduction must be made by MARBL staff.

Fees

There are no fees associated with using a personal camera in the Reading Room. During the pilot, researchers will be asked to estimate the number of items they have photographed.