

# The Fales Library & Special Collections

## New York University

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### POLICY ON DIGITAL CAMERA USE IN THE READING ROOM

The use of personal cameras in the Reading Room is managed by the staff of the Fales Library & Special Collections on a case by case basis. Camera use by researchers occurs only by appointment and with departmental permission. Digital surrogates taken by researchers are for private research and not for publication. Fragile, damaged or restricted items will not be duplicated in any way and entire books or manuscript boxes (or substantial portions of either) will not be digitally reproduced unless otherwise authorized.

The Fales Library grants researchers the privilege of using their personal digital cameras to make digital surrogates of materials in the reading room under the following conditions:

#### **1. Appointment required**

Researchers must submit a written request (either by e-mail: [fales.library@nyu.edu](mailto:fales.library@nyu.edu) or by letter) for an appointment for digital camera use before their visit. Researchers must properly fill out and sign the *Request for Photographic Reproduction* form detailing the exact images they wish to digitally reproduce.

#### **2. Appointment location**

Digital camera use will take place in the Fales Reading Room. Other researchers are not to be disturbed while photography occurs.

#### **3. Material review**

Not all material may be photographed and the Fales Library reserves the right to deny permission to photograph any item or portion of any item. Digital camera use is subject to the material's condition, copyright laws, donor-imposed restrictions, collection-specific restrictions, and other conditions and arrangements for preservation. Staff must review all material before any photography will be scheduled. Oversize items, records or documents in fragile condition, or those already available in microfilm or digital form, are not typically available for digital imaging.

#### **4. Items to be photographed**

Only materials reviewed by staff may be digitally photographed. Under no circumstances may researchers photograph any part of the reading room, library staff members, or other researchers.

## 5. Handling and Care

The preservation needs of the material outweigh the technical limitations of the camera. Patrons may not push on bindings or hold materials up in order to obtain a better quality picture. Archival and manuscript material must remain flat on the table; books must remain in foam cradles with book weights used to hold pages flat. **FLASH PHOTOGRAPHY IS PROHIBITED.** Any instance of flash photography, mistreatment and/or damage to materials during an appointment will result in an immediate termination of the session with no option to reschedule in the future.

## 6. Equipment requirements and restrictions

Cameras should have a manual setting and allow a long exposure since flash photography is prohibited. The following equipment cannot be used to make digital reproductions: **personal scanners, tripods, and lights.** Patrons may not under any circumstances stand on reading room chairs or tables, or place materials on the floor in order to obtain a better photograph.

## 7. Copyright compliance

It is the policy of Special Collections that no entire collection or book can be copied or photographed. Staff will provide researchers with a transparent template that must be included on each digital image.

## 8. Copyright Declaration

Patrons agree to use digital surrogates made in the reading room for private research only. Images of materials made in the reading room may not be used for publication or use on a website without permission in writing from the Fales Library. Patrons must sign the copyright declaration on the *Request for Photographic Reproduction* form acknowledging that it is their responsibility to obtain relevant permission from copyright owners and the Fales Library in the event they decide to publish their work.

## 9. Inter library loan materials

Special collections materials lent to the Fales Library & Special Collections and sent via ILL are governed by these rules as well as any restrictions requested by the lending institution.