

Tamiment Library

Robert F. Wagner Labor Archives

New York University - Elmer Holmes Bobst Library
70 Washington Square South, 10th Floor
New York, NY 10012-1091

Guidelines for Taking Photographs in the Tamiment Library Reading Room

Please speak with a library staff member before taking any photographs.

An application form must be signed before any photographs are taken.

There is a daily fee for use of a camera in the library, payable in advance. The cost is \$5.00 for 25 or fewer images and \$10.00 for more than 25 images per day.

All photography must be done during the library's open hours.

Materials cannot be pulled in advance; appointments are not available.

All cameras must be hand-held. The photographer's feet must remain on the floor at all times; the use of tripods, chairs, stools, ladders or other devices to adjust the angle of photography is not permitted.

Only still photography cameras may be used.

All photographs must be taken using available light within the reading room. The flash option on the camera must be turned off, and no additional, separate lighting may be used.

Manuscripts, broadsides and other single sheets must be kept flat on the table during photography. Books, bound manuscripts, and other bound materials must be photographed while in a cradle.

Photographs may be taken for research purposes only. Refer to the application form, printed on the back of this sheet, for more information about reproduction rights.

This policy is intended for individual researchers. For-profit enterprises such as television networks and film production companies should contact Michael Nash, Head of the Tamiment Library, before coming to the library to take photographs of collections.

(over)

Application for Permission to Photograph Tamiment Library Collections

Name: _____ Tamiment ID#: _____
 Address: _____
 Phone: _____ E-mail: _____

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 materials.

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 to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. It is the legal responsibility of the researcher to secure permission to publish, not only from the institution having custody of the manuscripts, but also from the owner of copyright.

Collection / Call Number	Title / Description	
Fees (\$5 for 25 or fewer images and \$10 for more than 25 images per day)	Fee \$ _____	Amt Paid: \$ _____

Permission is hereby requested to reproduce the above work(s) from the Tamiment Library collections for RESEARCH/ REFERENCE/ LECTURE USE ONLY.

No rights to publish or use the image(s) in full or part for any other project have been granted at this time. Image(s) must be used in entirety and in unaltered form unless otherwise stated above. Any additional rights for usage of images owned by the Tamiment Library/ Robert F. Wagner labor archives must first be obtained from the Tamiment Library.

Permission to quote in publication from materials owned by the Tamiment Library/Robert F. Wagner Labor Archives must be requested in writing.

The undersigned understands that these photographs are for research and/or reference and/or lecture purposes only and are not to be used for reproduction or publication in whole or part without specific/separate written permission.

 PRINT NAME _____
 SIGNATURE OF AGREEMENT

Accepted: _____ Date: _____
 Tamiment Library & Robert F. Wagner Labor Archives