



## The Latin American Library Camera Use Policy



Researchers may take photographs of collection materials for study purposes only, and as allowed by the Latin American Library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

### Reading Room Procedures

- I will obtain permission from library staff before taking any photographs.
- I will indicate all items to be photographed and show them to library staff for approval.
- I will provide a list of all items photographed.
- I will take photographs at designated reading room tables only.
- I will not photograph more than the permitted number of pages of selected books, manuscripts, or photographic materials (specific quantities determined on a case-by-case basis by the LAL's Director or Curator of Special Collections).
- I will use my personal hand-held camera only—camera stands, portable hand scanners, or video recording equipment will not be permitted.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication-quality images or requesting permission to publish.

### Materials Handling Rules

- I will handle the materials with care and according to library rules.
- I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.
- I will keep materials flat on the table or in the stand/cradle provided.
- I will ask library staff for assistance with fastened items.
- I will not remove items from their plastic sleeves or any other archival enclosure.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash, sound, and video functions on my camera.
- I will not take photographs of the staff, reading room, or other researchers.
- I understand that the library reserves the right to deny permission to photograph collection materials at its discretion.

### Copyright

- I will use the photographs for my private study, scholarship and research only.
- I will not publish the photographs in print or electronically, post them on the Internet, exhibit, or disseminate them in any way without prior permission from the Latin American Library.
- I will not donate, sell, or provide the photographs to another repository.
- I will request publication-quality images from the Latin American Library at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners when applicable.

### Warning Concerning Copyright Restrictions

- The copyright law of the United States (Title 17, United States Code) and other countries 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 Latin American Library of Tulane University, 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.



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

Signature

Date

Name (Please print)

**List of collections photographed. Please print clearly.**

1.	
2.	

**List of items photographed. Please print clearly.**

Item	Collection	Box	Folder	Item description
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