



Brooke Russell Astor Reading Room  
Digital Camera Use Form

To facilitate research, the **limited use of digital photography** is permitted in the Brooke Russell Astor Reading Room. Persons wishing to use hand-held cameras must read and follow the rules and procedures below.

Photographs of collections held in The New York Public Library are for private study, scholarship, or research only. Library staff reserves the right to restrict or prohibit photography when it may physically damage materials; disrupt other researchers; violate donor restrictions and purchasing agreements; or if items have available surrogates.

- Ⓢ Handheld cameras are permitted for still photography only. Flash, lights, and tripods are prohibited.
- Ⓢ Scanners are prohibited.
- Ⓢ Cameras must be set on 'mute' so as not to disturb others.
- Ⓢ Reading Room staff will determine the manner in which materials are set up for photography.
- Ⓢ Appropriate cradle or other supports for all bound items will be made available if necessary.
- Ⓢ Do not press down on materials or bindings.
- Ⓢ Unbound materials must be kept flat on the table.
- Ⓢ Items in folders must remain in the order in which they were delivered.
- Ⓢ Do not remove any fasteners.
- Ⓢ Do not remove items from sleeves, mats, etc.
- Ⓢ Ask for assistance if the item is large or the folding sequence is unclear.
- Ⓢ Always use library materials on top of the table. No materials may be placed on the floor.
- Ⓢ Standing on table or chairs is not permitted.
- Ⓢ Rearrangement of chairs, tables, or lamps is not permitted.
- Ⓢ No photographs of the staff, researchers, or the Reading Room may be taken.
- Ⓢ It is the obligation of the researcher to satisfy copyright or other use restrictions when publishing or otherwise distributing materials from the Library's collections, including determining whether the use of any digital object requires the permission of any other person or entity. The researcher is also responsible for paying any associated fees. For further information, speak to collections staff in person or by email.

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**Your signature on this form indicates that you have read, understood, and agree to comply by these conditions**

Signature: \_\_\_\_\_

Name (please print legibly): \_\_\_\_\_ Date: \_\_\_\_\_

Total number of images: \_\_\_\_\_

