

## **PHILLIPS LIBRARY PERSONAL PHOTOGRAPHY POLICY**

The Phillips Library currently allows researchers to use their own cameras to photograph items in the library's collection for personal reference and research purposes only. Images are not for publication. Photos may not be taken of staff or researchers.

Researchers who require images for publication or broadcast must fill out the Rights and Reproduction Application at:

[https://www.formstack.com/forms/pem-image\\_rights\\_application](https://www.formstack.com/forms/pem-image_rights_application).

**Personal photography in the reading room is subject to the following conditions to maintain the integrity and safe-keeping of our materials:**

- Permission from a reference librarian on duty in the reading room is required before beginning any photography.
- Personal photography may be denied because of the physical condition of the material, donor restrictions, disruption to other researchers using the reading room, or at the discretion of library staff. Photography of substantial portions of manuscript collections or books may also be denied.
- No camera flash, laptop cameras, scanners, tripods, special lighting, or extra equipment are permitted.
- Items must be kept flat, in order, within the folder; protective sleeves may not be removed from documents; bound items must be kept in cradles; and materials may not be manipulated to produce a better image.
- The researcher accepts full responsibility for determining whether copyright law protects the materials being photographed.
- For social media posts, please cite the item and tag us @PEMlibrary.

**By signing below, I acknowledge that I have read the personal digital photography policy and I agree to comply with it. Non-compliance with any of the above stated conditions will result in the immediate revocation of personal digital photography privileges.**

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signature

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date

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name (please print)