

The Dolph Briscoe Center for American History will permit researchers to photograph materials under the following conditions:

- **Photographs and/or digital images will be used only for personal reference and research purposes.** A completed citation flag must be included in each shot. Researchers who require high-quality, digital images for publication should place an order for a digital image with the Center's Photo Services Unit. **PHOTOGRAPHS TAKEN IN THE READING ROOM MAY NOT BE PUBLISHED, POSTED ON THE INTERNET, DONATED OR SOLD TO ANOTHER REPOSITORY, OR EXHIBITED.**
- **Only hand-held portable cameras will be allowed.** No camera cases, copy stands, tripods, or outside lights (including flash) will be allowed in the Reading Room. Users may be asked to take a test shot to demonstrate that the flash component and the shutter sound effect of your camera are deactivated before proceeding.
- Researchers will not disturb others, place themselves in jeopardy, or take any extraordinary measures, such as standing on furniture, to get the "best" shot.
- **Researchers will abide by the handling procedures as outlined in the registration agreement.** Researchers will not place the documents in peril or take extraordinary means to stabilize the document. Do not attempt to open a volume more than its spine will easily allow, or push down on the leaves of the book to flatten it. Manuscript pages must be photographed in their folders, in the order in which they have been arranged. If book supports or weights are needed to stabilize materials, please ask Briscoe Center staff and you will be supplied with these items. If leaves are fastened together, please see the reference librarian before proceeding.
- **The researcher accepts full responsibility for complying with copyright law.** By signing this "Personal Camera Use Policy", researchers agree to indemnify and hold harmless The Briscoe Center for American History, 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.
- **The Briscoe Center Reading Room, staff or other researchers may not be photographed.**
- No more than 50 pages or 20% of any manuscript or book (whichever is smaller) can be photographed.
- It is the responsibility of each researcher to keep complete and accurate citations (complete call number, box number or folder title) for all items photographed. Subsequent orders for high-quality, digital images will not be processed without this information.

