Personal Camera Use Policy

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- **Photographs and/or digital images will be used only for personal reference and research purposes and may not be published, posted on the internet, donated or sold to another repository or exhibited.** Researchers who require high-quality, digital images for publication should place an order for a digital image with the Briscoe Center’s Photo Services Unit.

- **Only hand-held portable cameras or overhead scanners will be allowed – no wand or flatbed scanning or photocopying equipment may be used.** No camera cases or outside lights (including flash) will be allowed in the Reading Room. A camera stand is available for use by researchers. Researchers with a laptop computer can also borrow a digital camera from the Reference Desk if it is available.

- **Researchers must display a photographic permit on their tables so it is visible to Reading Room staff.**

- **Researchers will not disturb others, place themselves in jeopardy, or take any extraordinary measures, such as standing on furniture, to get the “best” shot. The Briscoe Center Reading Room, staff or other researchers may not be photographed.**

- **Researchers will abide by the handling procedures as outlined in the registration agreement.** 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 the Registration Form, researchers agree to indemnify and hold harmless The Briscoe Center for American History and The University of Texas at Austin, 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 any photographs taken. *See reverse for Copyright Notice.*

- **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.** Citation flags are available upon request. Subsequent orders for high-quality, digital images will not be processed without this information.

- **Proxy Researchers:** it is your responsibility to inform your client(s) of this policy.
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