CAMERA USE POLICY

Researchers may take photographs of collection materials for research purposes only, and as allowed by the South Texas Archives & Special Collections, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures
- I will obtain permission from Archives staff before taking any photographs.
- I will use the appropriately sized transparency to watermark the images.
- I will not photograph more than 50 pages or 20 percent of any book or manuscript (whichever is smaller), 50 pages or 20 percent of a collection (whichever is smaller).
- I will use my personal camera or cell phone.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication-quality TIFF images or requesting permission to quote.

Materials handling rules
- I will handle the materials with care and according to Archival 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 cradle provided.
- I will ask staff for assistance with fastened items.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash and sound on my camera.
- I will not use special lights or other additional equipment.
- I will not take photographs of the staff, reading room, or other researchers.
- I understand that the South Texas Archives 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; post them on the Internet; exhibit them, donate, sell, or provide the photographs to another repository.
- It is my responsibility to obtain permission to publish from copyright owners.

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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 Texas A&M University-Kingsville, 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.

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

Signature_________________________________________ Date:______________________________

NAME (Please print clearly.)____________________________________________________________

The South Texas Archives & Special Collections, James C. Jernigan Library, Texas A&M University-Kingsville