

AMERICAN HERITAGE CENTER DIGITAL CAMERA USE POLICY

- 1) **No digital photography of materials in the Anaconda Geological Documents Collection is allowed.**
- 2) Reading Room patrons may use their personal digital cameras to photograph collection materials in the reading room.
- 3) Patrons may digitally photograph materials from a sitting position or while standing on the reading room floor. Patrons will not be allowed to stand on platforms or furniture while photographing material.
- 4) No special arrangements for photography of materials will be provided. Patrons may not use a tripod or flash. Materials may be photographed while resting on tables only. No materials are to be placed on the floor.
- 5) The patron agrees to fill out all required paperwork.
- 6) The patron is responsible for noting all information required to properly cite the material being photographed. If the patron does not sufficiently document the material or loses the documentation, the AHC staff will not be able to search for the lost item. The AHC staff will provide the patron with a list of proxy researchers who may be able to search for the lost information for a fee to be negotiated between the proxy researcher and the patron. The AHC staff will not negotiate fees on behalf of either the patron or the proxy researcher.
- 7) Patrons will **not** be allowed to use personal scanners in the reading room.
- 8) The patron is responsible for complying with AHC commercial and non-profit use requirements and for complying with copyright laws.
- 9) There will be a charge of \$1.00 per page for digital photography. Each patron must fill out the required form to record the number of pages photographed in each file.

By initialing below, I certify that I have read and agree to comply with rules and regulations set forth above

Patron initials

Date

DIGITAL CAMERA USE AGREEMENT

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Name _____ Date _____