

**FLORIDA STATE UNIVERSITY SPECIAL COLLECTIONS & ARCHIVES**  
**Reading Room Camera Use & Reproduction Form**

Photographs of collections may be taken in the Special Collections & Archives Research Center Reading Room under the supervision of the reading room staff, as long as researchers abide by the following rules:

- Researchers must sign a form before taking any images.
- **No more than 30% of a book, journal, manuscript collection, or other work may be reproduced.**
- If researchers do not have a personal camera available, Special Collections & Archives owns a digital camera that it will allow researchers to use. To prevent excessive wear and tear to our equipment, and to prolong battery life, **researchers using the Special Collections & Archives camera are limited to taking no more than 30 images per day.** Library staff will gladly assist researchers with photography needs. *Researchers needing more than 30 images per day can bring in a personal camera or request images through a Reproduction Request.*
- No portable scanners, tripods, or external lighting are allowed. **Flash and sound must be turned off before taking images.**
- Collections should be handled carefully during photography. **Researchers should not press down on materials when photographing them.** Book supports are available and should be used to avoid damage.
- Researchers needing higher quality images, images of fragile items, or large volumes of digital images will be directed to fill out the Digital Library Center Reproduction Form.
- The Library reserves the right to deny permission to photograph any item or portion of any item due to the fragile condition of the item, the availability of a reproduction or facsimile elsewhere, donor restriction, or copyright law.
- **All images taken may be used for educational or personal research use only.** It is the responsibility of the researcher to obtain copyright permission to publish images from the collection. Researchers may not donate or sell images to another repository, individual, or organization.
- The credit line, “Courtesy of Florida State University Libraries, Special Collections & Archives” will accompany each image that is used.

**Any instance of flash photography, mistreatment, and/or damage to materials during a photography session will result in immediate termination of the session and cancellation of the privileges outlined in this policy.**

By signing below, I acknowledge I have read and will abide by the conditions set forth above. I understand that failure to observe these rules may result in the withdrawal of photography privileges.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (print) \_\_\_\_\_

