

## **Archives Digital Camera Use Form**

Researchers may take digital photographs of IMA Archives materials for study purposes only, and as allowed by the IMA archives, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

### **Repository procedures**

- For the preservation of the materials and the safety of patrons, no personal scanners, cellular phone cameras, extension cords, flash photography, or large tripods may be used. Small table top tripods are allowed.
- Please mute the sound on your camera and turn the flash off while shooting.
- Please do not stand on chairs, tables, or other furniture to take photographs.
- Large materials such as architectural drawings can only be shot in sections.
- No photographs should be taken of the staff, reading room, or other researchers.

### **Special Handling of materials being photographed**

Preservation of the materials outweighs the technical limitations of the camera. Please refer to the Archives Access Guidelines for basic handling considerations. Additional considerations when photographing:

- Do not manipulate materials to achieve a better image
- Do not press down on materials or bindings
- Do not fold pages
- Manuscript materials must always be flat on the table and not held up in air
- Loose materials must remain in their folder and in order at all times
- Photograph materials from one folder at a time
- Volumes should not be laid flat—book cradles will be provided
- Weight bags are available to secure materials in place
- Do not remove fasteners or remove items from sleeves, mats, etc.—ask for staff assistance

### **Copyright**

Any images shot by a researcher are for their own private study, scholarship, or research only. Permission to photograph archives materials is not permission to publish in print or on the web or to exhibit the images. Separate use permission and publication-quality images must be obtained from the Indianapolis Museum of Art and, in some cases, from additional copyright holders. It is the responsibility of the researcher to obtain permission to publish.

The IMA Archives 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 the Indianapolis Museum of Art, 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.

### **Credit Information**

Each photograph can include a strip or transparency provided by the archives stating repository name, citation information and a copyright notice. The archivist can provide this for you. It is your responsibility to maintain accurate citations for the materials you are photographing.

Standard full citation for publication:

[Title/description of item], [date], [Container information], [Collection title], IMA Archives, Indianapolis Museum of Art, Indianapolis, Indiana.

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)

### **Photo tips**

It can be very easy to shoot hundreds of images and then leave and not be sure what you are looking at or where it came from.

- Photograph the box label when you start a box and including the folder label in your images of each document.
- Also keeping a log of boxes and folders you have consulted will help you keep track of items you have already consulted and photographed.
- The camera will automatically number your images in sequence and you can add box/folder information later once you download images to your computer.

Check images frequently to make sure they are clear and legible. It is easier to reshoot while you are at the archives than making an additional trip to reshoot.

- A white sheet inserted underneath thin paper eliminates bleed through of the contents from the pages below.
- Using a small table top tripod will help make sharper images since the flash will be turned off.