

# Use of Digital Cameras in Holmes Hall (2014)

Holmes Hall (the "library") makes its collections available for study and research only. Material from the collections may not be reproduced, transferred, or distributed in any form without authorization from the library. The library permits the limited use of digital cameras on-site, for the sole purpose of assisting researchers with note-taking, and subject to the following conditions:

1. Photographs taken pursuant to this policy are for personal research purposes only and may not be reproduced, published, or distributed.
2. Researchers must obtain the written authorization of the library, available upon request, to publish any content reproduced from the library's collections. Upon request, the library may provide a publication-quality, high-resolution copy of the content in question. Requests for permission to publish or orders for high-resolution reproductions must include the complete and proper citation information for each digital item, including author, title, page or folder number, collection number, and HOLLIS catalog number.
3. No printed item or manuscript or collection may be photographed in its entirety, and no more than 10% of any volume or collection may be photographed.
4. Camera flashes, special lighting, or additional equipment are not permitted in the reading room. All audible camera features must be turned off.
5. Researchers must exercise extreme care in handling original materials. Bound volumes must be supported by book cradles and may not be flattened to obtain better images. Two-dimensional documents and visual materials must be kept flat on the table.
6. The staff reserves the right to examine and request copies of all digital files.

7. A library template must be photographed with all manuscript, archival, visual, and other unpublished items.
8. Staff members may deny any request or revoke permission to photograph content in the library's collections for any reason, including the condition of the original item, copyright or donor restrictions, or disruption to other researchers.

Researchers should note that in many cases, the library does not own the copyright to content in its collections. The United States Copyright Act (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The reproduction or distribution of copyrighted content is copyright infringement unless the user has obtained consent from the copyright owner or can otherwise establish a "fair use" or another statutory defense. The user agrees to defend, indemnify, and hold harmless the Countway Library of Medicine and the President and Fellows of Harvard College against all claims, demands, costs, and expenses arising from his or her use of the library's materials.

I hereby agree to the conditions outlined above.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Approved \_\_\_\_\_