



SPELMAN COLLEGE ARCHIVES

PERSONAL CAMERA USE POLICY

The Spelman College Archives permits researchers to personally photograph **unrestricted** manuscript materials under the following terms and conditions:

- Researchers will adhere to the restrictions that govern the research use of a specific collection.
- Only hand-held portable cameras will be allowed; staff may permit the use of a table-top tripod.
- No outside lights (including flash) will be allowed in the search room.
- Researchers will not disturb other patrons, place themselves or others in jeopardy, or take any extraordinary measures, such as standing on furniture, to get the "best" shot.
- Researchers will abide by the handling procedures as outlined in the researcher agreement. Researchers will not place the documents in peril or take extraordinary means to stabilize the document in an effort to get the "best" shot.
- Images will not be added to the holdings of another library or archival repository.
- Researchers agree to use images only for personal research and reference purposes, and will not distribute these images in digital or analog format
- Researchers who require high-quality, digital images for publication or broadcast should contact Research and Instructional Services staff to make special arrangements.
- Scanners and other imaging equipment will not be permitted in the search room.
- **The Collection reserve the right to prohibit the photographing of any of its holdings at the staff's discretion.**

I have read and understand these rules, and agree to abide by them.

Signature

Date