

The Filson Historical Society – Special Collections Reading Room

Photocopy/Digital Photography Request Form

Date: _____

Name: _____ Email: _____

Address: _____
Street number City State Zip Code

Copies/digital images will be identified as being property of the Filson and will remain in the possession of the researcher. You may not copy, donate, loan, sell, post to the Internet or provide in any form to any individual, organization, or institution photographs/images acquired from the Filson without permission. If you would like to reproduce any images for publication, posting on the Internet, or use in any other form or format, you must request permission from the Filson. Permission to quote from Filson material must be obtained from the Curator of Collections. Permission to publish digital images must be obtained from the Curator of Photographs and Prints, and may incur additional fees. You can contact the Filson at research@filsonhistorical.org.

Instructions and Guidelines For Photocopies:

List on the back of this form the items you wish copied. List the items individually, even if they are from one collection, written by one person, etc. **Copies on letter and legal size paper are \$0.25 each; copies on 11x17" paper are \$0.50 each.** Material is approved for copying at the discretion of the staff and copies will be made as time permits; large copy orders may incur an hourly service fee of \$35/hour. If copies are not available when the researcher is ready to leave they can be picked up later or mailed. Copies must be paid for in advance of receipt.

Instructions and Guidelines For Digital Camera Use:

Researchers may take photographs with personal cameras (no scanners allowed) of collection materials for study purposes only, and as approved by staff, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules. List on the back of this form the items you are photographing and the number of photographs taken. List the items individually, even if they are from one collection. **There is a flat \$5.00 fee for taking digital photographs in the Special Collections Reading Room, payable upon exit.**

The following conditions apply and are agreed to by your signature below:

- I will include in each photograph a credit strip provided by the Filson to be included in the photo and I understand that my photocopies will have a Filson overlay on them.
- I will handle the materials with care and according to institution rules.
- I will not manipulate or rearrange materials to get a better photograph.
- I will keep materials flat on the table or in the stand/cradle provided; I will not remove items from their protective sleeves.
- I will not take photographs of the staff, reading room, or other researchers without consent.
- I understand and agree that it is my responsibility to obtain permission to publish or otherwise use material that is under or might be under copyright; and that the Filson does not provide copyright assurances for any material to which it does not hold the copyright.

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution 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 Filson Historical Society, 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/images.

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 and possible legal action.

Patron Signature

Staff Member Fulfilling Request / Date

