

Walter Havighurst Special Collections Request to Use Scanner and/or Digital Camera

Researchers may scan or take photographs of collection materials for study purposes only, and only as approved by Miami University Libraries staff, based on the physical condition of the materials, copyright law, donor restrictions, and Reading Room rules.

I agree to the following conditions:

Researcher Responsibilities

- I will obtain permission from library staff **before** scanning or taking any photographs.
- I will list all items to be scanned or photographed and show them to library staff for approval.
- I will take photographs where indicated by library staff.
- I will use the KIC machine or my personal camera only—no portable scanners.
- I will include in each scan or photograph a citation strip provided by the library.
- I will not scan or photograph more than 50 pages **or** 20 percent of any book or manuscript (whichever is smaller).
- I understand it is my responsibility to keep accurate citations for all items scanned or photographed, which I will need when ordering publication-quality images or requesting permission to quote.
- I understand that the library reserves the right to deny permission to scan or photograph collection materials at its discretion.

Materials handling rules

- I will handle the materials with care and according to library rules.
- I will keep materials flat on the table or in the stand/cradle provided.
- I will ask library staff for assistance with fastened items.
- I will turn off the flash and sound on my camera.
- I will not bend, press down, or otherwise manipulate or rearrange materials to get a better scan or photograph. I may ask staff for approved weights to hold pages in place.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will not use special lights, tripods, or other support equipment.
- I will not take photographs of the staff, reading room, or other researchers.

Copyright

- I will use the photographs for my private study, scholarship and research **only**.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them, **unless** it is a class related digital project, for which I will provide a copy of the assignment.
- I will not donate, sell, or provide the photographs to another repository.
- I will request any needed publication-quality images from the library at its standard fees.
- I understand and agree that it is my responsibility to obtain permission to publish from copyright owners.
- I understand the library has the right to request copies of any scanned or photographed images I take.

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WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 Miami University Libraries, 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.

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 and/or scanner privileges.

Signature

Date

Name (Please print)

List of items photographed. Please print clearly.

<i>Item</i>	<i>Collection</i>	<i>Box</i>	<i>Folder</i>	<i>Item description / Call number</i>	
1					
2					