Baker Library Historical Collections
Digital Camera Use Policy

The following policy is designed to assist researchers with note-taking by permitting limited use of digital cameras. All requests are subject to review by Baker Library Historical Collections reference staff and decisions are based on the condition of the materials and other restrictions that may exist. Baker Library Historical Collections reserves the right to deny requests or revoke permission for any reason. Use of digital cameras is subject, but not limited to, the following conditions:

Researchers may not photograph any manuscript, photograph, or visual collection in its entirety. No more than 20% (total, not per visit) of any manuscript, photograph, or visual collection can be photographed. Researchers are liable for all images taken from copyrighted materials. Researchers who violate image limits will be denied further access to the collections.

Baker Library Historical Collections is the physical rights holder of this material, some of which may be in the public domain. Baker Library Historical Collections makes no representation that it is the owner of any copyright or literary property rights in unpublished materials. Permission to use must also be obtained from any owner of the copyright (owner, transferees, heirs, legatees or literary executors).

- Original materials available through surrogate copies cannot be photographed.
- All photography must be completed by 4:30 p.m.
- Digital images are for research purposes only and cannot be reproduced, transferred, published, or posted on the internet. Images for publication or distribution must be ordered through Baker Library Historical Collections.
- Digital photography will take place after items have been identified, marked and listed by the patron. All requests, and requests during subsequent visits, must be reviewed by Baker Library Historical Collections reference staff. Cameras will remain in patron lockers until after the request has been approved.
- All material must be examined by Baker Library Historical Collections reference staff and evaluated for physical condition, donor, and other restrictions before approval will be given.
- Due to donor and other restrictions, materials from the R.G. Dun & Co. Collection may not be photographed.
- Materials from the HBS Archives may not be photographed, except for HBS Archives books and serials.
- Digital cameras may not be used in the course of legal research. Hard copies will be provided for legal research. Normal copy costs apply.
- Flash and audible features on the camera must be turned off.
- Tripods, copy stands, additional lighting or other photographic equipment are not allowed.
- Other reading room patrons must not be disturbed by photography, and cannot be photographed.
- Baker Library Historical Collections staff may ask patrons to move to another workspace while photographing.
- All materials must stay on the table. Patrons may not stand on chairs or rearrange furniture to get a better image.
- Please be aware that it is not always possible to provide optimum lighting for photography.
- All materials must be handled properly and with great care:
  - Bound volumes must be supported in a book cradle and held open with appropriate book weights only; no additional pressure can be applied to bindings; patrons may not reposition the material.
  - Manuscript, photograph, or visual material must remain in its folder and kept in order at all times. Documents must be kept flat on the table; pages must be turned as the pages of a book; patrons may not reposition the material. Baker Library Historical Collections reference staff will not modify the documents to get a better image.
  - Only the box, folder or volume being photographed should be on the table.
  - Researchers who mishandle materials or abuse the Baker Library Historical Collections digital camera use policy will be denied further access to the collections.
Baker Library Historical Collections
Digital Camera Use Policy (continued)

- A Baker Library Historical Collections flag must be prominently displayed in each digital image.
- It is the responsibility of each patron to record proper citation information for each item photographed on the Record of Digital Images. Requests for permission to use, quote, cite, or requests for high resolution photographic images will not be processed without this information.
- Baker Library Historical Collections reserves the right to examine and/or request copies of all digital files.

NOTICE: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the 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.

NOTICE: The user agrees to defend, indemnify, and hold harmless Baker Library Historical Collections, Knowledge and Library Services, Harvard Business School, and the President and Fellows of Harvard College 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 Baker Library Historical Collections materials.

Your signature on this form indicates that you have read, understood, and agree to abide by these conditions:

Name (print legibly): ____________________________ Date: ________________

Signature: ____________________________________________

For Research Assistants Only:

Conducting research for: ____________________________

Home Address: __________________________________________

Office/Business Address: ____________________________

E-mail address: ____________________________

Telephone Number (with area code): ____________________________

Staff Use Only:

Affiliation: __________ Policy Review Date: __________ Staff 1: __________ Staff 2: __________