



Digital Camera Agreement and Use Policy for On-Site Self-Service

Reference No.:
Date Received:
Staff Initials:

Benson Ford Research Center
 The Henry Ford
 20900 Oakwood Boulevard
 P.O. Box 1970
 Dearborn, MI 48124-1970
 research.center@thehenryford.org
 P: 313.982.6020
 The Henry Ford
 Federal ID# 381359513-N

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

No.	Item Description (or Object ID)	Accession Number/Book, Periodical or Trade Catalog Title	Box	Folder Title	Number of Images
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No.	Item Description (or Object ID)	Accession Number/Book, Periodical or Trade Catalog Title	Box	Folder Title	Number of Images
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Patrons may take digital photographs of collection materials for reference purposes. Permission is based upon the physical condition of the materials, copyright law, donor restrictions and Reading Room rules. The Benson Ford Research Center reserves the right to deny permission to photograph collection materials at its discretion. Please follow all written and verbal instructions given by reference staff.

- Patrons will meet with and obtain permission and forms from reference staff before taking any photographs.
- Patrons will keep an accurate running citation for all items photographed, as they take them, on the sheet provided. These will be necessary for publication citations, ordering publication-quality images or requesting use copies for other purposes. Failure to keep accurate records may result in research fees if staff time is needed after the patron’s visit to identify material locations.

Materials Handling

- Archival materials are irreplaceable; handle them with care and according to Reading Room rules.
- Patrons may look at one box at a time, one folder at a time
- Remove folders from boxes and lay them flat on the table only; do not place materials on floors, window sills, etc.
- Keep material in their folders and in order at all times.
- Do not bend, press down or otherwise manipulate or rearrange materials to get a better photograph. Do not flip through materials; look at one item at a time.
- Keep materials flat on the table or in the stand/cradle provided.
- Ask reference staff for assistance with fastened items.
- Do not remove items from their plastic sleeves; the sleeves are there to protect the contents.
- Gloves must be worn at all times when handling photographs; oils from hands can damage photographs.
- Do not stand on chairs, tables or other furniture, for your own safety.
- Turn off the flash and sound on camera.
- Do not use special lights, tripods or personal scanners.
- Do not take photographs of the staff, Reading Room or other patrons.

The copyright law of the United States (Title 17, U.S. 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 specific 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 to accept a copying order if, in its judgment, fulfillment of the order would involve or directly lead to violation of the copyright law.

I agree that these digital photographs will be used solely for private study, scholarship or research. I understand that copyright is not conveyed with this copy. I will not quote from, publish, reproduce or display any images, in whole or in part, without written permission from the copyright holder and the Benson Ford Research Center. The images will not be given to other institutions or individuals or sold. I agree to defend, indemnify, save and hold harmless The Henry Ford, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of digital photographs to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever. I have read and agree to abide by this policy. I understand that my failure to follow these terms may result in the termination of photography privileges.

If you accept the terms of this agreement, please sign below.

Requested by (Signature): _____ Date: _____

Name (Please print): _____