Permission to Publish & Digital Photography Policy

The Huntington Library permits readers to use their own digital cameras to take a limited number of images under the conditions stated below. The purpose of this policy is to reduce photocopying by staff and to supplement note taking, not to allow readers to create a complete personal copy.

It is the responsibility of the reader to keep complete and accurate citations for all items photographed. Subsequent orders for high-resolution images cannot be processed without this information. Paper slips for recording citations are available at the Ahmanson desk, and they can be included in your digital shots for accurate reference keeping.

By initialing each statement on the line provided, you indicate your agreement to abide by that specific provision.

Copyright and Permission to Publish

I understand that permission to examine a collection item does not constitute permission to publish it. ______

I understand that items which are physically owned by The Huntington may be protected by copyright, trademark, or related interests not owned by The Huntington. The responsibility for determining whether any such intellectual property rights, including moral rights, exist, for obtaining all necessary permissions, and for guarding against the infringement of those rights that may be held elsewhere, remains with the researcher. ______

I understand that researchers do not need permission from The Huntington to quote from or publish material that is in the public domain or for which The Huntington does not own the copyright. However, responsibility for identifying the copyright holder, if there is one, and obtaining necessary permissions remains with the researcher. ______

I understand that copyright, permissions, and citation considerations should be taken into account at all times, for print and digital publications as well as for social media, blogging, or any other platform. ______

Citations

I will identify any quotations or images of Library materials by citing the source, including the collection name or call number, and I will cite the Library as “The Huntington Library, San Marino, CA.” ______
Digital Photography Rules

I understand that I may use my personal digital camera, tablet computer, or camera phone, set on silent and with flash turned off.

I understand that the following equipment are prohibited:
- Camera cases (can be stored in the lockers)
- SLR/dSLR cameras
- Portable scanners
- Tripods, lights, copy stands, and extension cords

I understand that for privacy reasons, researchers may not take/share unauthorized photographs of the reading rooms, other Library users, or Library staff.

I understand that Library staff are not able to assist with photography, and that for difficult-to-photograph items, I can use Aeon to place an Imaging Services order.

I will continue to follow the handling rules for rare materials outlined in the Conditions for Using the Library, as the preservation needs of the materials outweigh the technical limitations of the camera. This includes: keeping bound items in cradles, keeping unbound items in their folder(s) and in order, keeping unbound items flat on the table, and keeping photographs and documents in Mylar sleeves and folders.

I will respect the research environment and will avoid behaviors that may disrupt others, such as standing on chairs or desks, placing rare materials on the floor, or rearranging furniture, book cradles, or lighting to obtain a better image.

I understand that some items or collections may have handling or fragility concerns and will require curatorial approval before photographing. Staff will inform me if an item is restricted from being photographed.

I understand that the Library reserves the right to deny permission to photograph any item or portion of any item.

I have read and understand the conditions set forth above. I understand that these policies may change at any time, and that failure to observe any of these rules may result in the withdrawal of reading privileges at The Huntington Library.

________________________________________________________________________________________________
Reader Signature

________________________________________________________________________________________________
Reader Name

________________________________________________________________________________________________
Reader Username                          Date