



University Archives and Special Collections Camera Use Policy

Tech University Angelo and Jennette Volpe Library

1100 N. Peachtree Avenue, Cookeville, TN 38501

Phone: 931-372-3537 Email: matkinson@tntech.edu

Photographs may only be taken with prior approval. Only the archivist can approve of photographs taken in the University Archives and Special Collections. This agreement must be signed to photograph materials.

Photographs of materials taken with personal cameras must be:

- Only for private research, study, or scholarship.
- May not be given or donated to another institution, person, library, or organization.
- Cannot be published in any way, including print, websites, social media, or displayed in public. If you need to publish, see the "Permission to Publish" form.
- Photographed as they are without the use of props to manipulate the photograph.
- Photographed only using a camera. Portable scanners are not allowed. Flash is not permitted and sound must not be on.

NOTICE 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 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 University reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature _____ Date _____

Print Name _____



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Items photographed

1. _____

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