

ROCK & ROLL HALL OF FAME

Library & Archives Camera Use Agreement

Patrons to The Rock & Roll Hall of Fame Library & Archives (the "Library") may use the Library's equipment to capture digital images of collection materials under certain conditions, depending on the physical condition of the materials, donor restrictions, copyright law, and the Library's Reading Room rules. Our policy on camera use seeks to balance research needs and collection preservation while minimizing disruption to other patrons. All patrons wishing to take digital images of library and archival materials must complete and sign this agreement and comply with the rules specified below.

- **Images captured in the Reading Room are for personal, non-commercial use only.** Images will be provided to patrons as low resolution, watermarked PDFs. Patrons interested in acquiring high resolution, publishable images in other formats must complete an **Application for Permission to Publish**.
- **Patron will pay a \$5 daily fee for the use of the Library's equipment.** For multiple day users, fees can be paid at the end of the last visit.
- **Collection or publication information for each image captured must be noted on this form.** Please ensure that the total number of images taken by the device matches the total number of images listed on this form.
- **Photographs taken in the Reading Room may not be published, posted on the internet, donated, sold or transferred to another repository, exhibited or otherwise made publicly available.**
- **No more than is necessary to serve the Patron's legitimate objective, but in any event no more than 20% of a collection or publication may be photographed. A maximum of 150 digital images may be captured in a day.** Use of the Library's equipment is meant to replace the need for photocopies and to supplement note taking, not to create a complete personal copy of collections.
- **Patrons are responsible for complying with copyright law as well as prohibitions on copying as noted in the finding aids.** By signing this document, patron agrees to indemnify and hold harmless the Library, its affiliates, employees, agents and assigns against all claims, demands, costs, and expenses incurred as a result of: copyright infringement or any other legal or regulatory cause of action arising from the use or creation of such images.
- **Use of flash equipment is prohibited.** The flash component of the camera on the Library's equipment is deactivated. If the researcher notes at any time during his/her visit that this is not the case, the researcher must cease all activity with the camera and notify a staff member immediately.
- **Handle the material with care.** The staff member on duty will assess whether the physical condition of an item will allow photography, but do not ask (or expect) staff members to assist you in photographing materials by holding files or volumes open. If the format of an item or the housing makes it difficult to photograph, do not attempt to flatten or dismantle it. Please consult the staff member on duty, who may be able to advise alternate strategies. Archival materials must be photographed in their respective folders, in the order in which they are arranged. Multiple sheets may not be removed to photograph in a single shot, nor may items be removed from protective sleeves for photography purposes.
- **Library staff, other researchers, or visitors may not be photographed without specific permission of the person being photographed. Care must be taken not to disturb others.**

I agree to abide by the rules specified above:

Name (printed) _____

Signature _____ Date _____

Address _____

Telephone _____ Email _____

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Staff Only (initial and date)

Payment Received _____

Receipt Issued _____

Images Provided _____

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