



Digital Camera Use Policy

Benson Ford Research Center Reading Room

Researchers may take digital photographs of collection materials for study purposes only, and as permitted by the research center, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules. The research center reserves the right to deny requests or revoke permission for any reason.

I agree to the following conditions:

Repository procedures

- I will meet with and obtain permission from research center staff before taking any photographs.
- I understand that an appointment is necessary and **same day approval may not be possible.**
- I will flag all items to be photographed on the request form for staff approval.
- I will take photographs at designated station and designated position only.
- I will use my personal camera only—not portable scanner. I will put the camera in a locker when not photographing.
- I will include in each photograph a strip provided by the research center stating the item is From the Collections of The Henry Ford.
- **It is my responsibility to keep accurate citations for all items photographed which I will need when ordering publication-quality images or requesting use copies for other purposes.**

Materials handling

- I will handle the materials with care and according to research center rules.
- I will keep material in their folders and in order at all times.
- I will not bend, press down, or otherwise manipulate or rearrange materials to get a better photograph.
- I will keep materials flat on the table or in the stand/cradle provided.
- I will ask staff for assistance with fastened items.
- I will not remove items from their plastic sleeves.
- I will not stand on chairs, tables, or other furniture.
- I will turn off the flash and sound on my camera.
- I will not use special lights or tripods.
- I will not take photographs of the staff, reading room, or other researchers.

Copyright and Use

- I will use the photographs for my private study and research only.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository or individual.
- I will request publication-quality images from the library at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.