

Chicago**History**Museum

Research Center Camera Use Policy

Researchers may take photographs of collection materials for study purposes only. The Research Center staff will determine which materials may be photographed, based on physical condition, copyright law, donor restrictions, and Research Center rules.

Research Center procedures require that a researcher:

- Obtain permission from Research Center staff before taking any photographs.
- Manuscripts, published materials, and photographs may be photographed.
- Use a personal camera only. Scanners are not permitted.
- Use the citation slips provided by the Research Center in each photo.

Materials must be handled with care:

- Materials may not be bent, pressed flat, or otherwise manipulated in order to get a better photograph.
- Materials must be kept flat on the table or in the stand/cradle provided.
- Fasteners or staples may not be removed without consulting Research Center staff.
- Researchers may not stand on chairs, tables, or other furniture.
- **Flash, sound, and special lights are not permitted.**
- The Research Center reserves the right to deny permission to photograph collection materials at its discretion.

Photographs taken by researchers may only be used for personal reference and research.

- Photographs may not be published in print, posted on the Internet, or exhibited.
- Photographs may not be donated, sold, or provided to another repository.
- For licensing and reproduction, contact Rights and Reproductions at rightsrepro@chicagohistory.org

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I agree to indemnify and hold harmless the Chicago History Museum, its agents, and employees against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.

Research Center Camera Use Policy

I have read and agree to abide by the terms and conditions listed above.

Signature

Date

Name (Please print)

Research Center Camera Use Policy

_____ **Name (Please Print)** _____ **Date** _____

Sources Used:

Collection / Publication	Box # / Call #