

Kansas Historical Society Digital Camera Use Policy

Researchers are permitted to use a digital camera to copy original materials and microfilm in the Kansas Historical Society (KSHS) Research Room in accordance with the following policies:

- KSHS staff will examine materials to be copied and reserve the right to deny a digital camera copy request if:
 - digital camera copying could potentially harm fragile materials
 - donor restrictions prohibit copying materials
 - statutory restrictions on public access prohibit copying materials
- Patrons must provide their own digital camera
- No flash photography is permitted
- Digital photographs may be taken only at designated research room locations
- Patrons must use KSHS-provided copy stands and/or book cradles to protect fragile materials
- If surrogates have been substituted for original items (e.g. copy prints of photographs, photocopies, etc.), patrons may use digital cameras to copy only the surrogates. KSHS staff will not retrieve the original item. Reproductions from the original item may be ordered from KSHS Imaging Services.
- Note that copying under these conditions will not produce professional level copies. Please order publication quality copies from KSHS Imaging Services.
- Patrons must complete and sign a permission form and submit it to a KSHS staff member prior to making any digital camera copies. Generally, a new form must be completed for every research room visit.

Notice: The copyright law of the United States (17 U.S.C.) governs the making of photocopies or other reproductions of copyrighted material; the person making these copies is liable for any infringement.

Use of material and/or copies made under the 'fair use' provision of copyright law (17 U.S.C. § 107) does not imply or include permission to publish the materials used or copied. It is the responsibility of the patron to request and obtain permission to publish materials from both the library (as owner of the physical original) and the copyright owner, if the library does not own the copyright.

