

Digital Camera Use Policy and Agreement

This policy is designed to assist researchers by permitting limited digital camera use in the consultation room. All requests for digital camera use are subject to review by the Eastern Townships Resource Centre (ETRC) and decisions are based on the condition of the materials in question and any applicable restrictions placed on the material.

Digital reproductions taken by researchers shall not be represented as an official version of the documents reproduced. Any use of copies for a purpose other than research or private study may require the authorization of the copyright owner of the works in question.

The ETRC will not be held responsible for the loss, damage or theft of any photographic equipment nor for the quality of the copies made by researchers using the Self Digital Copy Service.

Use of digital cameras is subject, but not limited, to the following conditions:

To photograph archival, manuscript and photograph collections:

- Permission must be requested from the archives staff before taking any photographs.
- All material will be examined by the archives staff and evaluated for physical condition and potential restrictions before approval will be given.
- This agreement must be read and signed before taking any photographs.

Photographs taken:

- **MAY** be used for personal research and study purposes
- **MUST NOT** be given or sold to other individuals or organizations (including libraries)
- In order to be able to monitor the use of materials from the ETRC's collection, researchers **MUST** obtain permission from the ETRC prior to the reproduction, publication, or display of copies made of any materials.

Terms of use for all photography:

The following procedures and regulations are in place to ensure the archival materials are not damaged from mishandling and that respect for other researchers is maintained at all times.

- **Flash and audible features on the camera must be turned off** (camera beep volume, shutter volume, and flash must be disabled).
- Handheld scanners are permitted. Flatbed scanners are not permitted because they may damage the records.
- Textual records, bound volumes, and graphic material must be kept in the appropriate folder and kept in order at all times. Documents and photographs must not be removed from their protective enclosures.
- All materials must stay on the table. Researchers may not rearrange furniture or stand on chairs to get a better image.



General Rules:

- Researchers are responsible for keeping records of the source of the image, including fonds/collection name, file call number, and repository name. It is not the responsibility of the archives staff to track these down after the fact.
- We insist that researchers photograph the item with the folder title as part of the image to facilitate future retrieval requests and for citation purposes.
- The ETRC reserves the right to examine and/or request copies of all digital files.
- The ETRC reserves the right to restrict further access to collections to researchers who mishandle the materials, abuse archives rules and policy, or exceed reasonable usage of archival materials.

I abide by the terms of this agreement.

Researcher's Name

Signature

Date

Archivist

Signature

Date