

Research Visit Policy

Researchers may take photographs of collection materials for study purposes only, and as allowed by the archive, based on the physical condition of the materials, copyright law, and donor restrictions.

The Portman Archives reserves the right to deny requests or revoke permission for any reason and at any time.

Researchers may not photograph any manuscript, photograph, or visual collection in its entirety. No more than 20% (total, not per visit) of any manuscript, photograph, or visual collection can be photographed.

Researchers are liable for all images taken from copyrighted materials. Researchers who violate image limits will be denied further access to the collections.

I agree to the following conditions:

Photography

- I will obtain permission from archives staff before taking any photographs.
- I will use my personal camera or phone only—not portable scanners.
- I will not use tripods, copy stands, flash, additional lighting, or other photographic equipment.

Handling Materials

- I will handle the materials with care and according to archive rules.
- I will not eat or drink in the research space with materials out.
- I will photograph one item at a time and keep all materials in their original order.
- I will not manipulate physical materials or rearrange materials to get a better photograph.
- I will keep materials flat on the table.
- I will not remove items from their plastic sleeves.
- I will turn off the flash and all sound on my camera.
- I will not take photographs of the staff, research area, or other researchers.

- I understand that the archive reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- I will use the photographs for my private study, scholarship 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.
- If desired, I will request publication-quality images from the archives at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.
- It is my responsibility to keep accurate citations for photography and documents; This information will be provided upon requesting publication-quality images or requesting permission to publish.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these special conditions is that the photocopy or reproduction is not to be 'used for any purpose other than private study, scholarship, or research.' If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of 'fair use,' that user may be responsible for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to defend, indemnify, and hold harmless The Portman Archives, 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 The Portman Archives materials.

Your signature on this form indicates that you have read, understood, and agree to abide by these conditions:

Name (print legibly): _____ **Date:** _____

Signature: _____