

Patron Photography Policy

Researchers may take photographs of collection materials for study purposes only, and as allowed by The Historic New Orleans Collection (THNOC), based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures

- I will obtain permission from THNOC staff before taking any photographs.
- I will indicate all items to be photographed and show them to THNOC staff for approval.
- I will take photographs at reading room tables only.
- I will not photograph more than 50 pages or 10 percent of any book or manuscript (whichever is smaller), or 50 pieces per collection.
- I will use my personal camera or phone in still photography mode only—no portable scanners or photograph manipulation apps.
- I will include in each photograph a strip provided by THNOC stating repository name and ID number.
- It is my responsibility to keep accurate citations for all items photographed, which I will need when ordering publication-quality images or requesting permission to quote.

Materials handling rules

- Preservation needs always trump photography needs.
- I will handle the materials with care and according to THNOC rules.
- 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.
- I will not take photographs of the staff, reading room, or other researchers.
- I understand that THNOC 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 or social media, or exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
- I will request publication-quality images from THNOC at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.

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 specified 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 liable 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 indemnify and hold harmless The Historic New Orleans Collection 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.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my camera privileges.

Signature

Date

Name (Please print)