

Camera Use Form

Application to Reproduce South Dakota State Archives Collections Using a Personal Digital Camera

In signing this Camera Use Form, I agree to abide by the following rules:

1. The fee for use of a digital camera in the research room is \$15 per day.
2. Digital camera use is for text only; taking images of photographs is prohibited. Patrons will obtain permission from archives staff before taking any digital photographs.
3. Images taken from a personal digital camera are to be used for research and study purposes only, and not for publication, in accordance with Copyright Law. Images needed for publication will be reproduced by archives staff and are subject to all archives fees, including photo use fees.
4. While digital cameras are allowed, scanners (including wand scanners) are strictly prohibited.
5. Flash or other artificial light may not be used in photographing archival materials. In addition, no copy stands, tripods or other photographic equipment are allowed.
6. State Archive's collections must be handled properly and with great care. Consult archives staff concerning the handling of items before taking digital images.
7. The archive's reserves the right to refuse a digital camera request and can restrict the total number of pages that can be photographed, especially in the case of published material. Reproductions made using personal digital cameras may not be made for, nor donated to, other repositories.
8. The researcher takes full responsibility for complete and accurate citations of collections and for the quality of the images taken. The archives will not provide a camera for patron use nor provide digital images for research purposes other than those stated in the fee schedule.
9. Any future research request concerning previously photographed collections will be subject to State Archive's photocopy and research fees.

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.

The South Dakota State Archives reserves the right to refuse a digital camera request. I agree to indemnify and hold harmless the South Dakota State Historical Society, and 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 digital images.

I have read and understood, and by my signature below agree to comply with the above agreement. I have been notified of my obligation to observe copyright, and I will make only fair use of these copies in my private study, scholarship and research. I accept full responsibility for any infringement of copyright or other legal questions that may arise from use of these copies.

My signature below indicates that I have read the above rules and the Title 17 U.S. Code copyright notice, and that I agree to abide by these rules.

Signed: _____ Date: _____