## Connecticut Historical Society museum & library

One Elizabeth Street Hartford, Connecticut 06105-2292

www.chs.org

(860) 236-5621 Fax: (860) 236-2664

## PERMISSION FOR COLLECTIONS RESEARCH PHOTOGRAPHY

CHS hereby grants permission for the undersigned to photograph the collection items listed below, subject to the following conditions:

- Photographs are for research only.
- Separate written permission must be obtained from CHS for publication of any image.
- Patrons will use only hand held cameras and disable any flash mechanism.
- Patrons will leave tripods and personal scanners in their lockers.
- A copy stand is available only for printed and manuscript items that fit on the bed of the stand.
- Bound volumes must be supported in a book cradle; no pressure can be applied to the bindings.
- Manuscript material must remain in its folder and kept in order at all times.
  Documents must be kept flat on the table.
- Gloves must be worn when handling photographs and certain artifacts such as metal and works of art on paper.
- No more than 20% of a manuscript collection may be photographed.
- The Research Center reserves the right to refuse permission when photography would cause injury to collection items.

I agree not to publish digital images I create in any form or through any medium whatsoever, including any form of electronic publication, and otherwise to observe any copyright restrictions and any conditions stipulated by the CHS Research Center pertaining to the replication of materials. I understand that I may submit a written request to publish images at a later date.

Signature	Date
Name	
Address	
City/State	Zip Code
Phone	
Email	

Please list items requested on the back of this form.