

The Metropolitan Museum of Art Archives Photocopy and Digital Photography Policy

March 2010

General Guidelines

Photocopies or digital photographs of certain archival materials may be made at the discretion of Archives staff. These services are provided as a convenience and are not intended as a substitute for on-site research. Certain materials may not be photocopied or photographed for preservation reasons, copyright status or due to other restrictions. There is no fee, but quantities are limited to 20 photocopies or camera exposures per day.

The provision of photocopies of Museum records, or the granting of permission to digitally photograph them, does not constitute an authorization to publish them, to reproduce them in facsimile or to post them on the internet. Photocopies and digital images are for personal reference use only and may not be reduplicated or transferred to any other individual or institution. Permission to quote from, publish or reproduce Museum records must be requested separately and is subject to the provisions of the form "Policy and Procedures Governing the Use of Unpublished Material in Museum Files."

Photocopy Procedures

Documents identified for possible photocopying should be flagged by the researcher for review by Archives staff, who will assess physical condition, copyright status and other possible restrictions. If permission is granted, researchers must complete and sign the "Photocopy and Digital Photography Request Form," and must record their full citation information for each document. Photocopies will generally be made by Archives staff as time allows, though under certain circumstances researcher photocopying may be permitted. Each photocopy must be stamped "The Metropolitan Museum of Art Archives."

Digital Photography Procedures

Documents identified for possible digital photography should be flagged by the researcher for review by Archives staff, who will assess physical condition, copyright status and other possible restrictions. If permission is granted, researchers must complete and sign the "Photocopy and Digital Photography Request Form," and must record their full citation information for each document. Photographs will be made by the researcher subject to the following rules:

- No tripods, camera flashes, or special lighting is permitted.
- Audible features on the camera must be turned off.
- No pictures may be taken of the reading room itself, other researchers, or the staff.
- Researchers may not stand on chairs nor rearrange furniture.
- Archives staff will supply a "Metropolitan Museum of Art Archives" card which must be photographed with each document.

The Metropolitan Museum of Art Archives Photocopy and Digital Photography Request Form

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 specific 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 to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The Metropolitan Museum of Art Archives reserves the right to deny photocopy and digital photography requests or to revoke permission for any reason. I agree to indemnify and hold harmless The Metropolitan Museum of Art, its trustees, officers, employees and agents from and against all suits, claims, actions, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photocopies or digital photographs made from records held by The Metropolitan Museum of Art Archives.

I have read and agree to abide by the terms of the conditions above and as stated in the "Photocopy and Digital Photography Policy." I understand that my failure to follow these terms may result in the termination of my photocopy or photography privileges.

Name _____

Address _____

Email _____

Signature _____ **Date** _____

Description of materials photocopied or photographed (use additional sheets as necessary):