



# **United Church of Canada Archives Digital Camera Policy**

Researchers may take photographs of **textual records**, for study purposes only, and as allowed by the United Church of Canada Archives, based on the physical condition of the materials, copyright law, donor and privacy restrictions, and reading room rules.

The following terms and conditions apply to use of digital cameras for copying purposes at the United Church of Canada Archives:

- Permission must be obtained from an Archivist before taking any photographs; all requests will include a list of all items to be photographed and no images will be photographed until approval is granted.
- Users are not permitted to take photographs of anyone or anything in the Reading Room, except the approved records.
- The United Church of Canada Archives reserves the right to refuse the use of any device. **The following types of equipment are not permitted:** flash units, tripods, video recording devices on cameras and cellular phones, camcorders, pen cameras, scanners, and extension cords.
- Researchers must adhere to the Reading Room rules and respect other researchers in the Reading Room while photographing approved material. Researchers must handle the material with care and ensure that materials are not manipulated or rearranged. Researchers may not under any circumstances stand on reading room chairs, arrange reading room furniture, or place materials on the floor.
- Archives staff will not be responsible for photographing any materials approved for digital photography.
- **Digital copies may only be used for research or private study purposes.** Any use of the copy for a purpose other than research or private study will require the authorization the United Church of Canada Archives and/or the copyright owner. The reproduction will not be represented as an official version of the documents reproduced or as having been made in affiliation with, or with the endorsement of the United Church of Canada Archives.
- The United Church of Canada Archives will not be responsible for the loss, damage, or theft of any digital camera equipment, for the quality of the copies made, or for the proper citation of material photographed.

I have read and agreed to abide by the terms and conditions above. I understand that any failure to follow them may result in the termination of camera privileges at the United Church of Canada Archives.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

