

Use of Digital Cameras

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.

Use of cameras is subject to the following terms and condition:

Approval Process

- Permission must be obtained from the Reference Desk *before* taking any photographs.
- If you are given permission to photograph, read and sign this agreement.
- *After* approval is given, the researcher will receive a table sign and may have their equipment on the table. When records are on the table that are *not* approved, the equipment must be stored in a locker.

Rules for Photographing in the Reading Room

- Researchers are only allowed to take photographs of the approved textual records – no photographs are to be taken of anyone or anything else in the Reading Room.
- Researchers must use a **photo strip** to identify the records they are photographing.
- *Equipment not permitted includes:* Flash units, tripods, video recording devices on cameras or cellphones camcorders, pen cameras, scanners, and extension cords. The Archives reserves the right to refuse the use of any device.
- Researchers must follow the rules of the Reading Room, refrain from disturbing other patrons, and handle the records with care, ensuring that materials in files are not manipulated or rearranged.
- Under *no* circumstances may researchers stand on chairs, rearrange furniture, or place materials on the floor or other areas than an available table.

Fees, Terms and Conditions

- **Researchers will be charged \$5/box of records they photograph.** Fees are to be paid to the reference desk by 4 p.m. each day
- Researchers are asked to limit their copying to a reasonable amount totalling *no more than 20%* of records requested. *The United Church of Canada Archives reserves the right to charge additional fees or restrict the quantity of copies.*

Digital copies may be used *only* for research and private study purposes

- Copies *may not* be given or sold to other individuals or organization, including other libraries.
- Copies *may not* be reproduced, transferred posted on websites, displayed in public, or published in *any* form without permission from The United church of Canada or the copyright holder. Patrons who wish to publish images must contact the Archives to request “permission to publish.”

