

## Special Collections

### Digital Camera Policy

Researchers are, under certain circumstances, allowed to use personal digital cameras in the Pitts Theology Library special collections reading area to produce images of archival and manuscript materials for research use. Researchers who wish to use a digital camera in the reading area will need to complete an [Application to Reproduce Archives, Manuscript, and Special Collections Materials Using a Personal Digital Camera](#). The following guidelines apply:

1. Reproductions made using personal digital cameras are to be used only for the research or private study of the applicant. If applicants desire to publish images from the archives, manuscript, or special collections holdings of Pitts Theology Library, they must complete a written Request for Publication and pay for publication-quality reproductions of images, which will be produced by library staff.
2. Reproductions made using personal digital cameras may not be made for or donated to other repositories by the applicant without prior written consent of Pitts Theology Library.
3. In the case of a request to photograph an entire copyrighted publication or unpublished work, the applicant must obtain permission from the copyright owner before a copy can be made. The Archives and Manuscripts Department and the Special Collections Department reserve the right to set limits on the number of digital camera reproductions they will allow.
4. No part of textual material reproduced with a personal digital camera may be quoted by the applicant in his own work or elsewhere without permission of the copyright owner. Permission to quote from any part of manuscript materials owned by Emory University must also be secured from the Head of the Archives and Manuscript Department. Clearance of copyright is always the responsibility of the person wishing to publish the materials and is not the responsibility of the staff of the Pitts Theology Library.
5. Proper acknowledgment shall be given for all materials used. In citing manuscript materials located in this library, the form should be as follows: [Identification of the item], [Title of the collection], [Identification of the Record Group or Manuscript number], Archives and Manuscripts Department, Pitts Theology Library, Emory University.
6. Flash may not be used in photographing archives, manuscript, or special collections materials.
7. Library staff reserve the right to prohibit use of digital cameras in the special collections reading area when, in their judgment, such use creates a disturbance for other library patrons. Please set your camera to operate silently, without beeps or other noises.
8. Applicants must follow the library's standard rules for care and handling of archives, manuscript, and special collections materials while using digital cameras. Bound volumes may not be flattened to obtain better images. Library staff reserve the right to prohibit use

Revised Date: 2022-01-24

of digital cameras in the special collections reading area when, in their judgment, such use poses risk to the physical preservation of library materials.

9. The applicant agrees to indemnify and hold harmless Emory University, its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of the use of digital camera images produced by the applicant from the archives, manuscript, and special collections holdings of Pitts Theology Library.

If you have questions about the library's digital camera policy, please contact the Head of Special Collections at (404) 727-1222 or [bwason@emory.edu](mailto:bwason@emory.edu).

Revised Date: 2022-01-24