

Policy on the Use of Digital Cameras in the Reading Room



Digital cameras may be used in the archives reading room only when staff have been consulted and have given pre-approval.

Please note that staff reserves the right to refuse the use of any device.

The utmost care must be taken of the documents to be copied. Only a single copy of any document may be made and the number of copies will be strictly limited. Flash photography, artificial lighting and hand-held scanners are not permitted.

Digital copies are to be used only for research purposes or self-study. Images cannot be posted on the internet. The reproduction will not be represented as an official version of the documents reproduced.

Other researchers should not be disturbed and no photographs may be taken of anyone or anything in the reading room except the preapproved documents.

Responsibility regarding questions of copyright that may arise in the use of the digital copy is assumed by the person making the copy. Researchers should take down complete citations. If the copy is made for use in a publication a fee will be charged and the details of use must be outlined in writing.

The Diocesan Archives will not be held responsible for the loss, damage or theft of any digital camera equipment.

Please note: Failure to comply with the above conditions will result in loss of privileges.

I agree to the terms as outlined above.

Name _____ Signature _____

Date _____ Staff _____