The Newport Historical Society (NHS) allows monitored personal photography of manuscript and artifact collections for research use. The following document outlines requirements and conditions for photography of NHS collections.

### Authorization and procedure
- Researchers who wish to take personal photographs of collections must read, initial, and sign the [Personal Photography Policy and Agreement](#).
- In addition to the appointment fee, researchers who take personal photographs must pay a monitoring fee of **$25/day for non-members, or $5/day for NHS members**. There is no fee for patron-level members. See the NHS website for more information about our membership program: [https://newporthistory.org/membership/](https://newporthistory.org/membership/)
- All items a researcher wishes to photograph must be flagged and reviewed by NHS staff before photography can take place.
- Photography must take place in the final hour of a research appointment.
- A completed [Citation Card](#) must be included in each shot.
- Use of flash is prohibited. No additional equipment, including stands or lighting, may be used.
- Materials must be handled with care, in accordance with NHS' [Policies for Handling Materials](#)
- NHS reserves the right to limit the number of photographs a researcher may take due to time constraints or the nature of the collection.
- NHS reserves the right to deny permission to photograph and/or revoke photography privileges.

INITIALS: __________

### Permitted and prohibited uses of personal photographs
- Photography of manuscript and artifact collections is permitted for personal research use only.
- Images may not be published, posted on the internet, donated or sold to another repository, exhibited, or copied or distributed in any way. *This includes social media posts and sharing with friends or colleagues.*
- Images for publication (web or print), broadcast, exhibition, or other use must be ordered through NHS by submitting an [Image Reproduction Order Request](#) form and a [Permission to Publish](#) form. Additional fees will apply. Image orders may not be processed if the researcher does not provide citation information.
- Researchers must comply with US copyright law (Title 17, U.S. Code). Any violations of copyright law are the sole responsibility of the researcher.

INITIALS: __________
What may or may not be photographed

- Manuscript and artifact collections may be photographed for research purposes.
- Permission to photograph may be limited depending on copyright status, condition of materials, and other restrictions.
- Objects on loan from private collections or other institutions may not be photographed.
- Photography of an entire volume or collection is prohibited.
- Personal photography of the following materials is not permitted; for these materials, images must be requested and purchased through NHS by submitting an Image Reproduction Order Request form:
  - Photographs
  - Prints and other graphics
  - Maps and oversize items
- Photography of the Library, Reading Room, NHS staff, or other researchers is prohibited.

INITIALS: __________

I have read the Personal Photography Policy and Agreement and agree to abide by its terms. If I fail to comply, I understand that my privilege to use a camera at the Newport Historical Society Research Library & Resource Center will be rescinded. I understand that I will be charged a monitoring fee of $25 (non-member)/$5 (member) to photograph collections.

____________________________________________________
Name (print)