



Research Library & Resource Center Personal Photography Policy and Agreement

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](#).
- All items a researcher wishes to photograph must be flagged and reviewed by NHS staff before photography can take place.
- 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. No more than 20% of a manuscript or collection may be photographed.
- 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- Images may not be published, posted on the internet, donated or sold to another repository, exhibited, or copied or distributed in any way.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. 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. No more than 20% of a manuscript or collection may be photographed.
- 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.

Signature

Date

Name (print)