



**Guidelines Regarding Digital Camera Use
in the Field Museum Library Reading Room**

As a convenience, the Library allows researchers to use their own digital cameras in the Reading Room when approved by Library staff. Digital camera use falls under “[Reading Room Guidelines and General Information](#)” as found on the Library/Archives web site. The Library reserves the right to deny requests to photograph any item within the Library’s collection.

Materials can only be photographed for research and/or educational purposes. It is the responsibility of the researcher to know and comply with all copyright provisions, and to know whether or not his or her use exceeds the limit of “fair use.” In general, researchers should not photograph more than 50 pages or 20% of a manuscript or book. For Archival materials, image captures are limited to 50 items per document box.

Please adhere to the following guidelines when using your camera:

- Suppress your camera flash (to compensate for low lighting, use manual setting and adjust the ISO setting between 1000 and 1600).
- Mute or turn off all camera sounds.
- Tripods, special lighting equipment, scanners or templates are **not** allowed.
- Use a Field Museum Library flag **in each shot** to identify the item as part of the Museum’s collection and to aid in constructing your citations.
- Do not stand on tables or chairs to get a ‘better’ photo.
- Do not hold books or manuscripts up or place them on the floor. Loose items should be photographed flat on the table; bound manuscripts should be in a book cradle. Do not push on the binding in an attempt to make the book lie flat.
- Do not take photographs of the Reading Room, its staff or other users.

I have read and agree to abide by the guidelines as listed above:

Signature

Date

<i>Identification:</i>	<i>Date:</i>	<i>Staff Initials:</i>
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