

JOLIET AREA HISTORICAL MUSEUM

Research Camera Policy

Researchers may take photographs of collection materials for study purposes only. The Joliet Area Historical Museum (JAHM) staff will determine which materials may be photographed, based on physical condition, copyright law, donor restrictions, and JAHM rules.

JAHM procedures require that a researcher:

- Obtain permission from JAHM staff before taking any photographs.
- Manuscripts, published materials, and photographs may be photographed.
- Use a personal camera only. Scanners are not permitted.
- Use the collection number provided by JAHM for each photo.

Materials must be handled with care:

- Materials may not be bent, pressed flat, or otherwise manipulated to get a better photograph.
- Materials must be kept flat on the table or in the stand/cradle provided.
- Fasteners or staples may not be removed without consulting JAHM staff.
- Researchers may not stand on chairs, tables, or other furniture.
- Flash, sound, and special lights are not permitted.
- JAHM reserves the right to deny permission to photograph collection materials at its discretion.

Photographs taken by researchers may only be used for personal reference and research.

- Photographs may not be published in print, posted on the Internet, or exhibited.
- Photographs may not be donated, sold, or provided to another repository.
- For licensing and reproduction, contact the Curator, Steven Wright, at the following email address: s.wright@jolietmuseum.org.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes more than “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless the Joliet Area Historical Museum (JAHM), its agents, and employees against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.

Joliet Area Historical Museum Camera Use Policy

I have read and agree to abide by the terms and conditions listed above.

Signature

Date

Name (Please print)

