

## **Richard B. Russell Library for Political Research and Studies Policy for Digital Copies and Camera Use in the Research Room**

### **Overview and Importance**

The Richard B. Russell Library for Political Research and Studies supports research by providing reproductions of archival materials in digital form whenever possible, including permitting researchers to use digital cameras in the research room and providing copies of born-digital archival materials. This policy balances the needs of researchers and intellectual property rights owners.

### **Intellectual Property Rights**

- **Digital photographs and copies are for personal or research use only under the fair use provisions of U.S. Copyright Law (17USC107).** They may not be published, posted on the internet (including, but not limited to, social media outlets such as Facebook, Twitter, Instagram, and TUMBLR), donated or sold to another repository, or exhibited. These photographs **MAY** be used in class assignments or unpublished theses.
- **Researchers wishing to use reproductions of Russell Library materials for publication or broadcast in any media, or displayed online, must obtain prior written permission from the Russell Library.** Researchers requiring images for publication or broadcast should discuss their projects with the archivist on duty in the research room, or submit an email outlining the use and indicating that they require a high-resolution digital scan to [russlib@uga.edu](mailto:russlib@uga.edu).

### **Digital Camera Use in the Research Room**

The Richard B. Russell Library for Political Research and Studies allows researchers to use cameras in the research room subject to the terms outlined below. **The Russell Library reserves the right to prohibit researchers from photographing any materials in its collections if photography could result in harm to the materials.**

- Researchers wishing to take digital photographs must display a patron digital photography permit at their desk.
- Researchers wishing to take digital photographs must complete a citation identification flag for each item they photograph and include it in the photograph.
- Use of a flash, additional lights, scanners, templates, or other equipment is prohibited.
- Materials must remain flat on the desk or, if a bound volume, resting in a book cradle.
- Researchers may not force open bindings, stand on tables or chairs, or hold materials in order to obtain better quality photographs.

- Photography of other researchers or Russell Library staff is prohibited.

### **Obtaining Digital Copies of Archival Material**

- Researchers who take digital photographs or receive digital scans of Russell Library materials accept full responsibility for determining whether or not U.S. copyright law protects the materials and whether or not use of the scans exceeds the limits of fair use.
- Researchers are required to sign the Digital Reproductions Use Agreement before taking digital photographs or receiving digital copies.
- Researchers may order high-resolution digital reproductions of materials in Russell Library holdings. Researchers must provide complete and accurate citations (complete call number, box number and folder title) before order fulfillment.

### **Access to Born-Digital Archival Material**

Some archival materials only exist in digital form, such as email, spreadsheets, and databases. These materials are described in collection finding aids along with any related papers. To access these materials:

- Researchers may request digital materials from the finding aid as they would other materials.
- To provide requested digital materials, a Russell staff member will share the digital files with the researcher via Google Drive within two business days. If the researcher does not have a Google account, a staff member will provide instructions for creating one.
- Requested files will remain in the Google Drive for two weeks. Copies of the files may be downloaded for personal or research use only.

### **NOTICE: COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the 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 in excess of “fair use,” that user may be liable for copyright infringement.

[Approved 2015-09-27]

[Updated 2020-04-10]