

Digital Photography Guidelines

Signage

1. **Permission** – Researchers must ask an archivist for permission prior to taking photos.
2. **Equipment** – Photographs are taken by researchers with their own personal devices.
3. **Reading Room** – Researchers must minimize disturbance to other users. Special permission is required if equipment is to be used (i.e. tripods or flashes), or to move furniture etc.
4. **Document handling** – All document handling practices and preservation standards outlined in the *Guidelines and Procedures Manual* must be adhered to. Documents are not to be removed from Mylar or binding and oversize and fragile documents may be restricted. Bound materials must remain as is, while loose materials should remain in folders and flat. Do not rest objects on top of materials and do not refold items differently than how they were originally folded. Photography of bound volumes or large/unusual records or artefacts is also at the discretion of the archives staff. Staples and other fasteners are not to be removed unless authorized by an archivist.
5. **Images** – Photographs are to be taken for research and private study only (not for publication or duplication in print or online including blogs, newsletters and social media sites etc., unless a *Letter of Permission* or *Permission for Publication and Usage Agreement* has been provided in advance). The Archives accepts no responsibility for the quality of images taken.
6. **Copyright** – It is the user's responsibility to ensure copyright and provide proper citations. If necessary, Archives staff will provide a "City of Calgary Archives" card that can be photographed with each document.
7. **Restrictions** – The Archives reserves the right to refuse photographing of any document due to concerns over copyright, preservation, donor agreements or privacy legislation.

Guidelines and Procedures Manual Insert

There are many benefits for allowing the use of digital photography in the Archives. Foremost, the use of digital cameras aligns with the research techniques of many users. Allowing digital images to be taken also reduces the amount of time that archivists need to spend making photocopies allows researchers to cover more materials during their visit, reduces costs for researchers (especially important to students), and potentially reduces wear and tear on documents resulting from excessive handling and photocopying. And most importantly, allowing the use of digital cameras adheres to The City's direction on improving access and sharing of information and provides a basis for good public service.

Digital photography of archival materials is permitted with restrictions and must adhere to the following provisions:

- Permission to photograph materials must be obtained from an archivist prior to taking any photos.
- Researchers may not use tripods, scanners, camera flashes or specialty lighting and audible features on the camera must be disabled. Only hand-held, overhead capture is acceptable.
- Researchers are allowed to photograph microfilm images.

Digital Photography Guidelines

- Researchers must be respectful of others conducting research in the vicinity.
- Archivists will not assist the patron in taking photographs (unlike photocopying assistance).
- Photographs are for research or personal reference only.
- Duplication of material does not mean permission to publish. Similar to other reproduced images/text, the researcher must submit a formal request to use the materials in any publication. Images intended for publication must be ordered per normal procedures from the Archives. Refer to the *Permission for Publication and Usage Agreement* and *Letter of Permission*. Digital photographs are meant to alleviate photocopying and to supplement note taking, not to create a complete personal copy of City records. Volume restrictions may be imposed, similar to the photocopying guidelines.
- An archivist may review the material for size, condition and quantity before authorizing the photography. Fragile items unsuitable for photography will be identified by Archives' staff and cannot be photographed. Photography of bound volumes or oversize records or artefacts is also at the discretion of the archives staff. Staples and other fasteners are not to be removed unless authorized by an archivist. Moreover, collections may also be subject to donor stipulations that limit or prohibit photography. Materials must always be handled properly and with extreme care and bound materials must remain as is, while loose materials should remain in folders and flat. Users are not to rest objects on top of materials, refold items in a manner different than how they came, and make no marks on the materials.
- Clients are responsible for maintaining complete and accurate citations for all items photographed. If necessary, Archives staff will provide a "City of Calgary Archives" card that can be photographed with each document.
- Researchers are responsible for ensuring whether photographed documents are protected by current copyright law.
- The City of Calgary Archives reserves the right to prohibit photography, or revoke permission at its discretion.

Digital Photography Guidelines

Digital Photography Permission

City of Calgary Archives hereby grants permission for the undersigned to photograph collections subject to the following conditions:

- **Permission** – Researchers must ask an archivist for permission prior to taking photos.
- **Equipment** – Photographs are taken by researchers with their own personal devices.
- **Reading Room** – Researchers must minimize disturbance to other users. Special permission is required if equipment is to be used (i.e. tripods or flashes), or to move furniture etc.
- **Document handling** – All document handling practices and preservation standards outlined in the *Guidelines and Procedures Manual* must be adhered to. Photography of bound volumes or large/unusual records or artefacts is also at the discretion of the archives staff. Staples and other fasteners are not to be removed unless authorized by an archivist.
- **Images** – Photographs are to be taken for research and private study only (not for publication or duplication in print or online including blogs, newsletters and social media sites etc., unless a *Letter of Permission* or *Permission for Publication and Usage Agreement* has been provided in advance). The Archives accepts no responsibility for the quality of images taken.
- **Copyright and Restrictions** - The Canadian Copyright Act (Bill C-42) governs the making of photocopies or other reproductions of copyrighted material. While it is the researcher's responsibility to ensure copyright and provide proper citations, the Archives reserves the right to refuse photographing of any document due to concerns over perceived copyright infringement, donor agreement restrictions or privacy legislation.

I have read and agree to abide by the terms of the conditions above and the digital photography guidelines as stated in the "*City of Calgary Archives – Guidelines and Procedures Manual*". I understand that failure to follow them may result in the termination of my photographing privileges.

Client (Please print)

Signature

Collection

Archivist

Date