



## University Archives and Special Collections Camera Use Policy

Tech University Angelo and Jennette Volpe Library

1100 N. Peachtree Avenue, Cookeville, TN 38501

Phone: 931-372-3537 Email: [matkinson@tntech.edu](mailto:matkinson@tntech.edu)

Photographs may only be taken with prior approval. Only the archivist can approve of photographs taken in the University Archives and Special Collections. This agreement must be signed to photograph materials.

Photographs of materials taken with personal cameras must be:

- Only for private research, study, or scholarship.
- May not be given or donated to another institution, person, library, or organization.
- Cannot be published in any way, including print, websites, social media, or displayed in public. If you need to publish, see the "Permission to Publish" form.
- Photographed as they are without the use of props to manipulate the photograph.
- Photographed only using a camera. Portable scanners are not allowed. Flash is not permitted and sound must not be on.

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

Signature\_\_\_\_\_Date\_\_\_\_\_

Print Name\_\_\_\_\_



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Items photographed

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