

Photography in the Reading Room

All patrons who wish to use personal devices to photograph archival or special collections items preserved in Western Archives are required to comply with the specific terms and conditions outlined below. Permission must be received from staff prior to photographing any items.

The following terms and conditions govern the use of personal cameras in the Reading Room:

- Items are to be handled with care
- Items are to be placed flat on a table or placed in a book cradle provided by staff
- Patrons must not press down on the documents or on the bindings
- Patrons must not stand on or rearrange any furniture
- Items are to be removed from and returned to folders one item at a time
- Fasteners and sleeves are not to be removed
- Flash photography, lights, floor tripods or scanners may not be used
- Photographing of other patrons or staff is prohibited

- Patrons accept full responsibility for complying with the *Copyright Act* and with any restrictions that apply to the use of the contents of a specific collection. Images are to be used solely for research or private study and any use of the image for a purpose other than research or private study may require the authorization of the copyright owner of the work. An institutional identification card, available from staff, must be included with every image.

- Images may not be added to the holdings of another archives or library, nor published or broadcast in any media or displayed online at any time during or after the current academic year, without prior written permission from Western Archives. Contact Western Archives at archives.services@uwo.ca to obtain publication quality images and permission to publish.

- **Western Archives reserves the right to prohibit the photographing of any items in its holdings and to require a patron to cease photographing if the activity disturbs other patrons. Western Archives also reserves the right to revoke permission at any time if any of the aforementioned terms and conditions is not adhered to.**

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