

**Hartwick College**  
**Paul F. Cooper, Jr. Archives**

**Reading Room Camera and Scanner Policy and Agreement**

Researchers must ask permission from the archivist before taking any photographs or doing any scans.

Researchers will maintain and list of collections and/or items being photographed and/or scanned attach it to this form.

Researchers are not permitted to photograph more than 50% of any book or manuscript collection.

Phone cameras are not permitted.

Photographs must include a Mylar flag placed on materials which reads "Original housed in the Paul F. Cooper, Jr. Archives at Hartwick College"

Photographs are for personal reference and research purposes only.

Images may not be added to the holdings of another library or archival repository.

This form does not constitute permission to publish, broadcast in any media, or display online without prior permission from the Paul F. Cooper, Jr. Archives.

The archives staff reserves the right to deny permission to photograph or scan materials in the collections at their discretion.

Researchers must accept full responsibility for determining whether or not US copyright law protects the materials being copied and whether or not their use exceeds the limits of fair use.

I \_\_\_\_\_ have read and understand the above policy and agree to adhere to it.

\_\_\_\_\_  
Archivist

\_\_\_\_\_  
Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date