

## **Rare Book & Manuscript Library Personal Photographing Form**

Permission of a librarian is required for the use of personal digital cameras in the Reading Room. Items to be photographed must be evaluated for condition and handled as directed by Reading Room staff. Material designated as restricted or fragile may not be photographed. Final permission to take pictures is granted conditional on the full and accurate completion of this form.

### **READ CAREFULLY BEFORE SIGNING BINDING LEGAL AGREEMENT**

TO BE COMPLETED BY PERSON TAKING PICTURES

**I, \_\_\_\_\_, affirm that any images taken under this agreement of the items listed on the reverse are for my personal use or research, and that all issues relating to the copyright of photographed material are my responsibility. I agree not to publish in material or electronic form any images taken by me (or by others) of Rare Book & Manuscript Library material without separate written application to and permission from the Rare Book and Manuscript Library. I agree to hold the University of Illinois, their officers, directors, employees and affiliated entities, any and all of them, against and from any liability, loss, cost, expense whatsoever, including attorney's fees, arising out of or relating to use of the image(s).**

### **IMPORTANT:**

**Please list items and identifying information on the reverse side of this form.**

Name (print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ -- \_\_\_\_\_ | E-mail: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

REVIEWED AND ACCEPTED BY RARE BOOK & MANUSCRIPT LIBRARY STAFF

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please identify the items being photographed. Include call number, author, title, and/or any other identifying information.**

**Item #1:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Item #2:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Item #3:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Item #4:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Item #5:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Item #6:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_