

## ATO National Headquarters Photographic Use Procedures

1. ATO Archives photos and other visual materials are available for viewing during the regular hours that the Archives Research Center is open and at other times by appointment.
2. The ATO NHQ Photo Manager, at the time of his/her designation as such, reads the "ATO Archives Policies Governing Access and Use" and completes the "ATO Archives User Application and Agreement" and the "UIUC Archives Agreement to Conditions for Use of Photographs," repeating this step annually until a successor is named.
3. The ATO NHQ Photo Manager selects the photo(s) that he/she would like to use and confers twice weekly, usually Monday and Thursday, with the Archives staff regarding the choice of options for use of the photo(s):
  - a. The Photo Manager brings his/her own camera equipment to the Archives Research Center and photographs the image on site.
  - b. The Photo Manager orders a reproduction from University Photographic Services or other approved agency.
  - c. The Photo Manager borrows the original photo from the Archives.
4. If the photo is to be reproduced by University Photographic Services (Option 3.a above) or other approved agency, an Archives staff member completes the order form and subsequent Photographic Services "Work Order" form if needed. ***Important note: If the Archives does not own a safety film negative of the desired photo, or if the Archives only holds a glass-plate negative, a copy negative will be made at the ATO NHQ's expense. The copy negative is retained in the ATO Archives' master negative file.***
  - a. The photo order -- and original photo or negative -- is taken by an Archives staff member to University Photographic Services twice weekly, usually Tuesday and Friday. *Note: The ATO NHQ will be billed by Photographic Services upon completion of the order.* The ATO NHQ Photo Manager can pick up the reproduction at University Photographic Service. *Note: ATO Archives can also send the photo and bill to him/her via FedEx at the NHQ's expense.*
5. If the photo is to be borrowed by the ATO NHQ (option 3.c above), an Archives staff member completes a check-out form, including the date the photo is to be returned to the Archives.
  - a. An Archives staff member sends the photo via FedEx to the ATO NHQ Photo Manager at the NHQ's expense.
  - b. The ATO NHQ Photo Manager assumes responsibility for any photo that is borrowed and especially so for any that may be taken or sent elsewhere.
  - c. The ATO NHQ Photo Manager returns the photo to the Archives via FedEx at ATO NHQ's expense.
  - d. The Archives staff reviews the check-out file periodically and contacts the ATO NHQ Photo Manager regarding overdue photographs.