

General 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 user selects the photo that he/she would like reproduced and, in consultation with the Archives staff chooses from the following options:
 - a. The user brings his/her own camera equipment to the Archives Research Center and photographs the image in-house; or
 - b. The user orders a reproduction from University Photographic Services or other approved agency.
3. The user reads the "ATO Archives Policies Governing Access and Use" and completes both the "ATO Archives User Application and Agreement and the "UIUC Archives Agreement to Conditions for Use of Photographs." The Agreement forms must be completed and signed before the order can be processed. The Archives will return a copy of the Agreement forms to the user.
4. If the photo is to be reproduced by University Photographic Services or other approved agency, an Archives staff member completes the appropriate UI Archives order form.
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 user's expense. The copy negative is retained in the ATO Archives' master negative file.
5. 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. The user contacts Photographic Services with questions about schedule (most orders are processed within a week to 10 days) or prices. There is no Archives fee, only the Photographic Services charge.
6. The user, upon completion of the order, can either pick up the reproduction at University Photographic Services or have Photographic Services send the photo -- along with the bill -- to him/her. In addition to cash or check, a MasterCard or Visa credit card can be used as can a University Account number if the user is a University of Illinois employee. The Archives staff will retrieve only the original photo or negative (and the copy negative, if any) for the ATO Archives.