

Rare Books & Special Collections and University of Archives
Hesburgh Library, University of Notre Dame
Registration for Use of Materials

Name: _____

Research Topic: _____

All researchers are asked to follow the University's current COVID [protocols and policies](#). Visitors to the University may be asked to follow additional [visitor guidelines](#).

Institution Affiliation:

☐ **ND Affiliates**

Undergraduate Graduate Student Faculty/Staff Postdoctoral Fellow

Department: _____

E-Mail: _____ Phone: () _____

☐ **Non-ND Researchers**

Institution (if applicable): _____

Address: _____

E-Mail: _____ Phone: () _____

I have read and agree to observe the procedures for using the reading room.

Signature: _____ Date: _____

This form and the accompanying procedures are designed to meet ACRL "Guidelines regarding Security and Theft in Special Collections," (ALA adopted 09/2009). In accordance with the Guidelines, the information provided will become part of the Department's permanent records and will be kept strictly confidential.

☐ Valid University of Notre Dame ID or government-issued ID

☐ Reading Room and Personal Digital Camera Use Policies shown

Staff authorization: _____ ☐ RBSC ☐ Archives

Over ☐

University Archives and Rare Books & Special Collections
Application to Reproduce Materials Using a Personal Digital Camera

We are pleased to allow the use of digital cameras on a controlled basis to facilitate the research needs of our users. The following policy outlines the necessary expectations and requirements for use of digital cameras in our reading rooms, which is subject to US copyright laws, donor-imposed restrictions, and specific conditions and arrangements for preservation.

Use of digital cameras is subject, but not limited to, the following conditions:

- Digital images are for research purposes only. Permission to photograph material does not include permission to reproduce, transfer, publish, or distribute images.
- Curatorial or archival staff reserve the right to deny requests or revoke permission for photography for any reason, including the condition of the material, copyright or donor-imposed restrictions, or disruption to other researchers. Staff also reserve the right to examine and request copies of all digital files.
- Reproductions made using personal digital cameras may not be made for or donated to other repositories by the applicant without prior written consent of the Hesburgh Libraries.
- Reading Room staff will provide a template that must be prominently displayed in each digital image.
- Researchers may not photograph more than 20%, or up to 2,000 pages of any book or collection, without curatorial approval. Some collections have donor-imposed restrictions that prohibit duplication in whole or in part. Photographing these collections is therefore prohibited.
- Images of materials made in the Reading Room may not be used for publication, including publication on a website or social media, without permission in writing from the department.
- Flash photography is prohibited. The following equipment cannot be used brought into the Reading Room by patrons to make digital reproductions: personal scanners, tripods, additional lights, copy stands, or extension cords.
- No video may be shot in the Reading Room without prior permission. No photography or video may be made of the overall Reading Room, staff, or other patrons.
- Readers are responsible for complying with US copyright law. Readers must also acknowledge that it is their responsibility to obtain relevant permission from copyright owners in the event that they decide to publish their work.

My signature below indicates that I have read the above and that I agree to abide by these rules.

Name (Printed): _____

Signed: _____

Date: _____

Application approved by: _____