

Wisconsin Historical Society (WHS)
Agreement for on Use of Camera for Research Use Copies* (11-8-13)

Upon agreeing to the following conditions, terms, and record keeping a researcher may use his/her personal still camera to make copies of Archives resources for his/her personal study and research.

Conditions:

1. I have completed the Archives Patron Rules and Registration form and understand that the "Rules for using the Archives Research Room" apply to the photography I will undertake and the use of the copies I make by my photography.
2. I accept full responsibility for conforming to the laws of libel, privacy, use of personally identifiable information, and copyright which may be relevant to my use of the material I photograph.
3. The photographs I take are for my personal study and research. I will not place on the Web or share with any other researcher, library, or archive a significant portion of any WHS collection.
4. I will keep materials being photographed flat on a table or stand or cradle provided.
5. I will not stand on chairs, tables, or other furniture.
6. I will turn off the flash and sound on my camera and will not use any special lighting.
7. I will not use my camera to make copies of photographs in the collection.
8. I understand that the Society Archives reserves the right to deny permission to photograph collection materials at its discretion.

Terms:

1. The charge is \$.07 per photograph. The total charge for each billing will be \$.07 multiplied by the number of photographs I take or \$15.00, whichever is greater.
2. Payment will be by MasterCard or Visa credit card.
3. My credit card will be billed when my work in the Archives is completed, or 30 days from the date of this agreement, whichever comes first.

Record Keeping:

1. I will keep an accurate count of the number of photographs I take and enter the count daily on the tally sheet provided.
2. When I leave for the day, or no later than fifteen minutes before closing time each day, I will return the updated tally sheet to the staff member on duty.
3. If I fail to record the number of photographs taken I understand that the WHS may charge \$50. to my credit card.

.....
Name (please print) _____ Date _____

Signature _____

E-mail address _____@_____

Mailing address _____

.....
To be completed by staff (staff member should initial here): _____

Charge to MC or Visa (circle one) # _____ Exp _____ Sec. Code _____

Print name exactly as on card _____

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* This policy is intended for researchers intending to make significant numbers of copies. Archives Research Room staff has the discretion to allow researchers to make single or small numbers of photographic copies at no charge when the size or physical condition of the original makes traditional photocopying inadvisable and in instances where the object is to produce illustrations for student projects.

Implementation

Policy on Use of Cameras for the Preparation of Research Use Copies

- a) The agreement form is to be completed by the researcher and the permanent staff member on duty or ARC circulation coordinator, not student workers.
- b) The agreement form would be supplemented with a tally sheet allowing the researcher to enter a date and number of copies made that date.
- c) The recording of the number of copies would be on the “honor system.”
- d) The agreement form would be two-page carbonless. The credit card box on the 2nd copy would be blacked out so that the credit card information does not show on that copy.
- e) *The 1st copy (with credit card information) will be kept in the file labeled “Camera Agreements – Originals,” in the file drawer to the left of the main reference computer terminal (the drawer which also contains the ADE device).*
- f) *The 2nd copy and tally sheet will be placed in a red file folder labeled with the researcher’s name and given to the researcher to keep at his/her desk when present in the RR. When the researcher leaves for the day the red folder with 2nd copy of the agreement form and the tally sheet will be turned in to the staff member on duty. The staff member on duty will examine the tally sheet to make sure it has been updated and then file the red folder and its contents in the drawer to the left of the main reference computer terminal (the drawer which also contains the AED device).*
- g) When a researcher with a photographic copying agreement turns in the tally sheet at the end of his/her visit the staff member on duty is responsible for totaling and verifying the total number of photographs prepared, and total to be charged to the researcher, attaching the tally sheet to the 1st copy of the agreement form, and delivering form and tally sheet to Charmaine.
- h) Once per week Harry will review the active file of tally sheets and prepare for billing any that are 10 or more days old (see Terms point 3 on the agreement form).

Archives Research Room Copying Options

Most items from collections administered in the Archives Research Room can be copied for personal study and research. Excepted are items whose size or physical condition makes copying inadvisable, and items where state statute or donor agreement do not allowing access or copying.

There are three options for making research copies of items in Archives holdings.

1. Photocopying using a copy/debit card. Cost \$.10/per page. Copy/debit card may be purchased in any dollar amount in the WHS Library Reading Room. Obtaining a card requires a \$1.00 bill. Credit can then be added to the card with \$1.00 bills or larger. Staff permission is required for placing bound and oversize items on the copy machine.
2. Photocopying using cash. Cost \$.15/per page. Only the copy machine closest to the reference desk will accept cash. It will accept coins or \$1.00 bills. When finished copying press the coin return button to obtain change. Staff permission is required for placing bound and oversize items on the copy machine.
3. Personal photography. Cost \$.07/per shot with a \$15.00 minimum charge, payment must be by MasterCard or Visa.* This option is not available for images (photos, posters, etc). This option requires the completion of a separate agreement.

*Staff may authorize a researcher to take single or small numbers of photographs free of charge of items too large for fragile to be placed on a copy machine.