

USE OF A CAMERA BY RESEARCHERS IN THE ARCHIVES
POLICY AND PROCEDURES

The use of a personal camera by a researcher must be authorized and supervised by archival staff.

When permission is given, the researcher must complete and sign the “Request for Reproduction of Archival Materials” form.

The following procedures must be followed when photographing an item:

- The researcher must leave the item flat on a table.
- Use of flash or extra light is prohibited.
- Taking pictures of archives employees is not authorized.
- The researcher is responsible for citations of photographed archival material. Archives staff will not be responsible for relocating material photographed by the researcher.

The Laurentian University Archives reserves the right to verify the images on the camera after the researcher has photographed all items.

I, _____, have read the policy and procedures for use of a camera in the Laurentian University Archives, and I attest to understanding these rules and will duly comply.

Signature _____

Date _____