

Los Gatos Library Local History Collection

100 Villa Ave, Los Gatos, CA 95030 | 408-354-6896 | history@losgatosca.gov

Photography and Photocopy Policy for Private Use

Patrons and researchers may take photographs and/or make photocopies of collection materials for study and personal purposes only, and as allowed by the library, based on the physical condition of the materials, copyright law, donor restrictions, and Local History Room rules.

I agree to the following conditions:

Procedures

- I will obtain permission from library staff before taking any photographs or making photocopies.
- I will pay for all photocopies, which will be done with the assistance of the Reference Librarian out on the floor. I will pay \$0.15 for each black and white copy, and \$0.20 for each color copy.
- I will not photograph or photocopy more than 20 percent of any book or manuscript.

Materials handling rules

- I will not bend, press down, manipulate, or rearrange materials, stand on furniture, or use special lights or other equipment to get a better photograph or photocopy.
- I will ask staff or volunteers for assistance with fastened items or items in plastic sleeves.
- I will turn off the flash and sound on my camera.
- I understand that the library reserves the right to deny me permission to photograph or photocopy collection materials at its discretion.

Copyright

- I will use the photographs and/or photocopies for my private use or study, scholarship and research only.
- I will not publish the photographs and/or photocopies in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs and/or photocopies to another repository.
- I will request publication-quality images from the library at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless the Los Gatos Library, its agents and employees against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my camera and/or photocopying privileges.

By entering and using the Los Gatos Library Local History Collection, you consent to these policies.