

Conditions for Patron Photography of Bound Material

Please note that self serve patron photography is intended to supplement the reproduction services that we currently offer. The intention is to provide patrons with reference copies for their own use. Only bound material can be photographed. For reproductions of loose leaf items, including modern manuscripts, please consult the Reading Room Supervisor. **If high resolution, publication quality images are required they should be ordered through the Library's Photography Unit, at a cost of \$25 per image.**

- All patron photography is done under the supervision of Fisher Library staff, who will make decisions on the suitability of the material for photography. Physical condition, copyright and donor restrictions are all factors that are taken into consideration. The Library reserves the right, at its discretion, to limit the number of, or to decline permission for, digital reproduction. The material must be carefully handled at all times to avoid damage.
- Patrons are expected to fill out an order form, indicating all the material to be photographed. Once all requests for the day have been determined, the order form and the material should be handed in to the Reading Room Supervisor, who will sign it out to the Reference Desk staff for approval. The Reference Desk staff will contact the patron in the Reading Room when the copy stand is available for use and a member of staff is available for supervision. Patrons are requested to limit their session to 15 minutes.
- All photography will take place using the copystand in the Reference area. Patrons must supply their own digital or conventional cameras, and know how to use them. Flash is not permitted but the copy stand has lights which can be used. The Reference Desk staff cannot offer technical advice.
- The material to be reproduced is for the purpose of private study, research, criticism, review, or newspaper summary and does not constitute an infringement of copyright. Restrictions on copying:
 - no more than 50 pages from any single item
 - no more than 10% from copyrighted material
- The patron assumes all risk of copyright infringement and absolves the University of Toronto and its staff of any such risk in making its materials available for reproduction.

I hereby agree to the above conditions: _____

Date and time of photography session: _____