



CAMBRIDGE UNIVERSITY LIBRARY

SELF-SERVICE PHOTOGRAPHY

Introduction

Readers may use their own devices (a compact camera, tablet or camera phone) to take still photographs of material in the open stacks, and of authorised material fetched to the Reading Room, West Room and the Special Collections reading rooms (Manuscripts, Maps, Rare Books, the Anderson (Music) Room and the East Asian Reading Room). Photographs may be taken for non-commercial research or private study only. General photography (e.g. of people or the building) is not permitted.

How to obtain permission to take your own photographs

If you wish to take your own photographs, please talk to staff at the desk in a reading room, who will advise. You must ask staff at the desk to assess the condition of all fetched items and their suitability for self-service photography. You may be asked to sit at a particular desk while you are taking photographs. There is no charge for self-service photography. The safety and preservation of our collections are of paramount importance. Some materials may be unsuitable because of their format or fragility.

All requests for self-service photography are at the discretion of Library staff.

Procedures for taking your own photographs

- Cameras and camera phones must be hand-held and must be set to 'silent'. Please do not use flash photography.
- SLRs, tripods, hand-held scanners and 'mini-pods' are not permitted.
- Use book cradles and cushions to support materials fetched to any of the reading rooms; single-sheet material and unbound items must be placed flat on the table and not held up in the air. Loose materials for photography should be taken from folders one item at a time. Please do not stand on tables or chairs to take photographs.
- Hold the camera in both hands while taking photographs. If your device has a neck or wrist strap, please use it. If you need to hold the book, manuscript or document in place while you photograph it, use the 'snakes' provided. Do not force bound volumes open, fold pages or remove any fasteners to achieve a better image. Staff will be happy to advise you on handling Library materials and on the use of book cradles and 'snakes'.
- Photography of computer screens is not allowed.
- Please respect other Library users. Staff may ask you to stop taking photographs, if they think you are disturbing other readers.

Copyright and privacy laws

Please note that copyright law applies to the copying of any document or work in the Library's collections. It is your responsibility to ensure that copyright is not infringed. Copyright notices are displayed prominently throughout the Library. You should obtain legal advice as necessary on what is permitted. Please note also that some collections are subject to other restrictions and may not be photographed; staff will provide guidance on this.

The Library will not grant permission for you to publish or otherwise distribute or circulate images of works in its collections taken or copied by you. You may order a high-resolution image from the Library's Digital Content Unit (see below) for reproduction in a publication, on the internet, for broadcasting, for exhibition or other purpose or use beyond private study. Depending on the nature and extent of your intended reproduction of a document or other work or part thereof, in addition to obtaining the Library's permission to reproduce the Library-provided image, you may also be required to secure permission from the copyright owner of the work. Staff will be pleased to advise you of the ordering procedure.

Data Protection Legislation as well as other privacy laws may apply to the use of any information obtained from our collections, including references to personal data. Readers are responsible for any copies made which infringe copyright, data protection, privacy or other laws.

Digital Content Unit: imaging and licensing services

Readers are reminded that the Library offers a wide range of professional imaging services, providing high-quality images. For further information on these services, please see the Digital Content Unit's website at <http://www.lib.cam.ac.uk/collections/departments/digital-content-unit>, or contact the Unit via photo@lib.cam.ac.uk.