Policy on the Use of Cameras

Smith Reading Room
University of South Carolina Libraries

1. Researchers may use personal cameras only after consulting with Library staff. Not all material may be photographed.

2. Researchers must be registered and accept the policies on third-party copyright responsibility and on the procedures and charges for permission from the library to use images in publications or any other non-personal use.

3. Use of handheld or other personal scanners is prohibited.

4. Materials which a researcher wishes to photograph must be reviewed by a library staff member. Researchers must adhere to all special instructions on the handling of the materials (e.g. in a requirement to use a book cradle or easel). All photography must be done at a location prescribed by the reading room staff member. The Library may refuse requests to photograph certain material, chiefly due to copyright or the physical condition of the original. Some materials, such as those in contemporary literary collections, may require an additional written approval by a relevant literary agency or literary estate.

5. Each image taken must include the USC measuring marker/ownership flag, which will be provided by the staff on approving a photograph request.

6. The use of flash or supplemental lighting is not generally permitted.

Amended July 13, 2010