

Digital Camera Use Policy

Researchers are, under certain circumstances, allowed to use personal digital cameras in the Bloedorn Research Center to produce images of archival and photographic materials for research use. Researchers who wish to use a digital camera in the reading area will need to contact the Curator of Collections. The following guidelines apply:

1. Reproductions made using personal digital cameras are to be used only for the research or private study of the applicant. If applicants desire to publish images from the collection of the Fort Morgan Museum a publication request needs to be submitted. The Museum staff will produce quality images at the normal fee.
2. Reproductions made using personal digital cameras may not be made for, or donated to, other repositories.
3. In the case of a request to photograph an entire copyrighted publication or unpublished work, the applicant must obtain permission from the copyright owner before a copy can be made. The Museum reserves the right to set limits on the number of digital camera reproductions allowed.
4. No part of textual material reproduced with a personal digital camera may be quoted by the applicant in his own work or elsewhere without permission of the copyright owner. Clearance of copyright is always the responsibility of the person wishing to publish the materials and is not the responsibility of the Fort Morgan Museum.
5. Proper acknowledgment shall be given for all materials used. In citing manuscript materials located in this institution, the form should be as follows: [Identification of the item], [Object Identification Number], Fort Morgan Museum.
6. Flash may not be used in photographing the collections of the Museum.
7. Museum staff reserves the right to prohibit use of digital cameras in the Bloedorn Research Center when, in their judgment, such use creates a disturbance for other patrons. Please set your camera to operate silently, without beeps or other noises.
8. Applicants must follow the Museum's standard rules for care and handling of the collection while using digital cameras. Bound volumes may not be flattened in order to obtain better images. Museum staff reserves the right to prohibit use of digital cameras when, in their judgment, such use poses risk to the physical preservation of the collection.
9. The applicant agrees to indemnify and hold harmless the Fort Morgan Museum, its officers, employees and agents from and against all suits, claims, actions, and expenses arising out of the use of digital camera images produced by the applicant from the Museum's collections.