



BOSTON COLLEGE

JOHN J. BURNS LIBRARY

Burns Library Reading Room Photography Policy

Subject to the policies below and those detailed in the Burns Library Copy Request Form, the Burns Library allows researchers to use their own cameras to take photographs of suitable items (i.e., items in the public domain or those that could be photographed under “fair use”) for personal research purposes at no cost. The purpose of this policy is to reduce photocopying and supplement note taking, not to allow researchers to create publication-quality images.

Policies

- Researchers must obtain permission from Burns Library staff prior to photographing Burns Library materials. Staff will either approve or deny the request(s) based on the condition of the item(s). The Burns Library retains the right to deny requests for any reason.
- Flash photography, tripods, special lighting, and extra equipment are prohibited. Photographs are for personal use only; ambient conditions should be adequate to produce reference images.
- All Reading Room policies for using and handling materials apply. Items in folders must be kept flat and bound items kept in cradles when necessary. Researchers must remain facing forward at a research table while photographing; materials may not be manipulated or moved to produce a better image.
- Camera settings must be set to “mute”.
- Photographs for personal use may not be reproduced, published in any way, including on the web. Upon completion of the research project, photographs should be deleted or otherwise destroyed.
- As stated in the Burns Library Copy Request Form, the researcher assumes ALL RESPONSIBILITY for questions of copyright and invasion of privacy that may arise in copying materials and in the use of copies.

Revised September 2013