Digital Camera Use Policy

UTSA Libraries Special Collections may permit researchers to use their personal digital cameras to photograph collection materials in the reading room under the following conditions:

- Patrons may digitally photograph materials from a sitting position or while standing on the reading room floor. Patrons will not be allowed to stand on platforms or furniture while photographing materials.
- No special arrangements for photography of material will be provided. Patrons may not use tripod or flash. Materials may be photographed while resting on tables only. No collection materials are to be placed on the floor and patrons are not to disturb other researchers.
- Patrons will not be allowed to use personal scanners in the reading room.
- Photographs and/or digital images will be used only for personal reference and research purposes.
- The patron is responsible for noting all information required to properly cite the material being photographed. If the patron does not sufficiently document the material or loses the documentation, Special Collections staff will not be able to search for the lost item.
- The patron is responsible for complying with Special Collection commercial and non-profit use requirements and for complying with copyright laws.

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