

## **Digital photography in the Bodleian Japanese Library: policy statement**

**The Bodleian Libraries allow readers to take still photographs of Special Collections material for purposes of personal research, subject to certain conditions. Readers may use their own cameras.**

**Please enquire about reader photography at the enquiry desk where you may be asked to complete the *Application to take photographs* form.**

**There is no charge for this service.**

### Reader Photography Rules

You may use a camera to capture still images of the following Special Collections material in the reading rooms of the Bodleian Japanese Library:

- Japanese manuscripts (MS. Jap.)
- Japanese early printed books (Nipponica)
- Western books kept in the Rare Book room (RM)

The condition and suitability of Library material for photography must be assessed by the Bodleian Japanese Librarian before it is photographed. Readers must verbally notify the Librarian each time they plan to use their camera, and show her the items being photographed.

The responsibility for the care of the Bodleian collections is shared between the Library and its readers. Please ensure that your activities safeguard their future. Please ask the Bodleian Japanese Librarian for assistance if required and follow any instructions from her to ensure the physical safety of collections material.

- When photographing a bound manuscript or printed book always use foam book supports. A selection of book supports and weights is available for your use.
- Do not lean on or hold down open books as this may damage the binding structure. Weights are available to hold pages open.
- Single-sheet material and unbound manuscripts must be photographed flat on the reading room desk and not held up in the air. Loose materials for photography should be taken from folders one at a time.
- Please do not force books to open, fold pages or remove fasteners or otherwise manipulate the material to achieve a better image.
- Collection material can only be photographed on reading room desks. Please refrain from rearranging the furniture or standing on tables and chairs.

Reader photography is subject to the following conditions:

#### Equipment

We do not allow tripods in the reading rooms and *flash photography is not permitted* under any circumstances.

For conservation reasons we do not allow any type of scanners.

Any personal devices (for example, laptop or palm computers, cameras, mobile phones and mp3 players) may be taken into and used in the reading rooms as long as the following conditions are met:

Use of the device does not disturb other users, or the general quiet nature of the reading rooms (devices must operate in 'silent' mode);

Use of the device does not pose a threat to the safety of the Library's collections, or other people;

Cameras, camcorders and digi cams must be in still photography mode.

Bodleian Libraries' staff will not be expected to show readers how to operate their photographic equipment.

#### Copyright

Please note that the standard regulations regarding copyright apply.

On applying for a Reader's Ticket and signing the Reader's Declaration form, or using a camera in the reading rooms, readers undertake to observe conditions of copyright, on which Library staff can advise.

Readers will not copy their images to any third party, nor publish them in any medium (hardcopy, internet site, video, etc.), without new permission from the Bodleian Libraries. The Libraries reserve the right to charge a licensing fee for any commercial use of these images.

***The Bodleian Libraries reserve the right to deny permission to take photographs of any collection materials at its discretion.***

***The Bodleian Libraries accept no responsibility for the quality of images taken by readers using this service.***

***Photography is subject to all regulations of The Bodleian Libraries.***

***The service is available during normal reading room hours. Please note that the full range of reader services is provided from 09.00 to 17.00 Monday to Friday, and that after 17.00 on weekdays and on Saturdays, staff may have to refer particular enquiries to the Bodleian Japanese Librarian.***

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