

Reading Room Policies & Procedures

Archives and special collections libraries are concerned with the **SECURITY** and **PRESERVATION** of collections.

- All users must **sign in** using the **SAFA Library Sign-In** form.
- All students must sign a Copyright Statement upon first visit to BHS.
- All **coats, briefcases, bags, backpacks, and purses** are not allowed in the reading room and must be checked upon entrance to the library. You may wear extra layers at the discretion of BHS staff.
- **No food, drink, or gum** is allowed in the Library.
- **Pencils only** may be used for note taking. Readers may not use pens, highlighters, markers, or post-it notes. **Laptops and tablets** are permitted for note-taking.
- The use of the **digital cameras without flash** is permitted.
- **Theft, destruction or mutilation** of the materials is a crime.
- Materials do not circulate.

Care & Handling of Archival Materials

- Keep documents **flat** and **completely on the table** (not hanging off the edge).
- You can touch most documents, but be careful. Do not lean on them, hold them up, etc.
- Please watch long necklaces, loose clothing (such as hoodie ties or scarves), and long hair.
- Do not place anything under or on top of archival materials.
- Do not write on anything on top of a document.
- Point with your finger, not with your pencil.
- **White cotton gloves** must be worn to touch photographic prints and film. Do not wear cotton gloves when handling paper materials.
- Use a **book cradle** for volumes with a weak or broken binding. **Snakes** can help weigh down pages.
- Please maintain the **original order** of unbound material.

⚠ *Watch for special care and handling instructions on citation slips.*

Citations

Why? To identify your document, and to tell other people where to find it.

Understanding a citation:

Item Title, date ; Collection Information ; Brooklyn Historical Society.

We have provided citations for everything you will look at today. Include the citation whenever you use an image of a document, quote from a document, or write about a document.

Research Tip: Take a photo of the citation before taking research photos of a document. Copy the citation above your handwritten notes about a document.

Copyright Statement

United States Copyright Law

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a reproduction.

What is a “reproduction”?

For SAFA, reproductions of BHS collections are obtained in the following ways:

- a) Digital files that Brooklyn Historical Society (BHS) provides participating faculty
- b) Digital photographs of materials in the BHS collections taken by students or professors

Use of reproductions

Under copyright law, these reproductions are not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a reproduction in excess of “fair use,” that user may be liable for copyright infringement. By signing below you acknowledge: (i) you will not use a reproduction in excess of “fair use” as defined by U.S. copyright laws; and (ii) you will not otherwise violate any other U.S. copyright laws.

DURING YOUR CLASS VISIT

- **You are permitted to take photographs of our collections. Please do not use a flash.**
- The citations accompanying our materials will inform you whether or not you have the right to publish your photographs of the item(s) online.
 -  This icon indicates that you **may post your images online** (class blogs, Facebook, or anywhere else on the open internet) as long as they are **properly cited**.
 -  This icon indicates that you may use your images for **research and teaching purposes only**, but that photographs of these materials may not be published online. They may be used for your own personal reference. They may also be included in a class assignment which is not posted online, shown in a classroom presentation, or posted to restricted classroom sites such as Blackboard or Angel as long as they are **properly cited**.
- To cite your images of our materials, feel free to **use the citations provided for you by BHS**. For more information see the “How to Cite” page on your class blog, or contact BHS.
- Digital image or audio files may also be provided to SAFA students and faculty. Unless otherwise stated, these are for research and teaching purposes only.

I understand, agree to and will follow the above conditions.

Signature _____ Print Your Name _____

Name of Professor _____ Date ____/____/____

Photo Release & Waiver

I do hereby give Brooklyn Historical Society, its assigns, licensees and legal representatives the irrevocable right to use my name (or any fictional name), picture, portrait or photograph in all forms and media and in all manners, including composite or distorted representations. I understand that there may be times when I may be photographed or recorded on audio/video.

I grant consent that my name, likeness, and image may be published, distributed, or utilized for any purpose including publication, promotion, or publicity by Brooklyn Historical Society, participants and patrons at such events, the media, or other guests for any purpose including publication, promotion, or publicity.

I waive the right to inspect or approve the finished product(s), including but not limited to written copy, audio, video and/or posting image on web site, that may be created in connection therewith.

I understand that Brooklyn Historical Society cannot control the use of my name or image once such name or image is published.

I understand that there is no monetary compensation for use of my name, image, or likeness.

INITIAL:

Yes, I am of full age (18 year old or older).

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful consideration, I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

| | |
|-----------------|--|
| Name (Print) | |
| Address | |
| Email | |
| Phone | |

Signature: _____ **Date:** _____