

Photographing Materials for Personal Research

Archives patrons may use personal devices to take photographs of archival materials subject to the following guidelines:

1. Reading room staff has the discretion to disallow photography if it is disturbing to other patrons or puts any materials at risk.
2. Photographs are for personal research/review and they may not be published, sold, reproduced, transferred, distributed, or otherwise exploited without further permission in writing from the Royal Ontario Museum and/or the copyright owner. They must not be modified and must retain any associated copyright or other proprietary notices.
3. The use of flash is not permitted.
4. Archival materials must be handled carefully. Loose materials must be kept in its folder in its original order. Reading room staff can assist with the use of book cradles or weights.
5. Do not take photographs of other patrons or reading room staff without their permission.
6. If materials are referenced in the text of a work an appropriate reference including elements necessary to locate the material must be made. Example: [Identification of item], [Name of fonds or special collection], [Record group or special collection number], Box [box number], File [file number], Royal Ontario Museum Library & Archives, Toronto, Ontario, Canada.

Updated: April 8, 2014