

Media Use of Special Collections Facilities

In general, media seeking to use Rare Books and Special Collections materials for audiovisual presentations are encouraged to make use of the full range of photoduplication services available from the Department, including photographic and digital reproduction. See: <http://www.princeton.edu/~rbsc/research/photodup.html>.

Permission to film does not constitute permission to reproduce or broadcast these images in any particular program. Separate permission must be sought and fees paid for the use of each image.

See: <http://www.princeton.edu/~rbsc/research/rights.html>

The Department will consider requests to bring camera crews to campus on rare occasions upon the following basis:

1. All such requests are to be approved by the curator responsible for the material being imaged. Many materials are simply too fragile to be imaged.
2. A member of the Department's staff will be present at all times to handle the materials and to be certain that no damage is done to them.
3. In general filming will be done in ambient light. Any exception to this lighting policy must be approved by the appropriate curator.
4. One copy of the program in which the materials are used will be provided to the Department.
5. The Department charges a minimum fee of \$1250 per day for all such use. Fees may be higher dependent upon the materials and the degree to which such use interrupts normal Department operations.

[Adopted 5 December 2005]