

Guidelines for Taking Photographs of Library Collections

Please talk to a librarian before taking photographs. You will be asked to fill out an application for permission to photograph library collections. That form is printed on the back of this sheet for your reference.

Only hand-held cameras are permitted. The photographer's feet must remain on the floor at all times, and the use of tripods, chairs, stools, ladders or other devices is not permitted.

All photographs must be taken using available light within the reading room. Please be sure to turn off your camera's flash.

Only still photography is permitted.

Manuscripts, maps, broadsides and other single sheets must be kept flat on the table during photography. Books, bound manuscript and other bound materials must be photographed while in a cradle.

Photographs taken in the reading room are intended for reference use only.

Representatives from television and film production companies should contact the Communications Department at N-YHS before coming to the library.

Application for Permission to Photograph Library Collections

COLLECTION/CALL NO.	TITLE/DESCRIPTION

Permission is hereby requested to reproduce the above work(s) from the library collections of The New-York Historical Society for RESEARCH/REFERENCE/LECTURE USE ONLY.

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