

**Ohio History Connection Archives & Library
Research Room Registration & Digital Camera Form**

Name of Visitor _____

Name of Parent / Guardian (if Visitor under 18)

Address _____

City _____ State _____ Zip code _____

Country (if other than USA) _____ Phone (_____) _____

Email address _____

Ohio History Connection member? Yes No Membership # _____

I have read, understand, and agree to abide by the rules as printed on the bottom of this form.

Visitor Signature

Date

Parent / Guardian Signature

Date

Ohio History Connection Archives & Library Research Room Use Rules

1. Access & Behavior:

- a. Visitors to the Research Room must complete a registration form to use the collections held at the Ohio History Center Archives & Library.
- b. Violation of Research Room Use Rules may result in denial of access to the Research Room and any requested collections.
- c. Visitors and their possessions are subject to search when entering or leaving the Research Room.
- d. Visitors must obey all instructions provided by staff during their visit.
- e. Visitors are expected to comply with the [Code of Conduct of the Ohio History Connection](#).
- f. Staff reserve the right to refuse access to collections or resources for preservation reasons, because of restriction notices, or in compliance with state or federal law or organizational policy.
- g. Defacing any collection item in any way is not permitted. Extreme care should be used in handling materials. In the case of willful violations causing loss or damage to collections, criminal prosecution may be taken.
- h. No smoking, vaping, eating, or drinking is permitted in the Research Room or restrooms.
- i. Visitors shall conduct themselves in a manner that will not unreasonably disturb other visitors in the Research Room.
- j. Cell phones must be set to silent while in the Research Room and calls should be taken in the third-floor lobby.
- k. Notes, computers (but not carrying cases/bags), notebooks, cell phones, and

ONLY pencils are permitted in the Research Room.

- l. Any fanny pack, bag, briefcase, purse, or computer case larger than a box of microfilm is not allowed in the Research Room. Lockers are provided in the third-floor lobby.
2. Reproductions:
 - a. For preservation reasons, all photocopy orders are completed by Ohio History Connection staff. Please ask at the reference desk for further information concerning reproduction services available.
 - b. External scanners of any kind, including personal document scanners, are not permitted.
 - c. Using a cell phone camera to take images of collections is permissible only after staff confirm the visitor has a registration & digital camera form on file.
 - d. Staff reserve the right to review or request copies of all digital files.
 - e. Staff reserve the right to prohibit the use of digital cameras when, in their judgment, such use creates a disturbance or endangers preservation of collections.
 - f. Flash and audible features of cameras must be turned off when photographing collections.
 - g. Tripods, copy stands, use of outside lights and motion picture cameras (and/or motion picture functionality on digital cameras) are not permitted.
 - h. Staff are unable to assist visitors with the use of their digital cameras.
 - i. The Ohio History Connection cannot provide digital cameras and/or computer stations with digital camera image viewing capability.
 - j. Reproductions (including digital images) are for private study, scholarship, or research purposes only. Visitors may not reproduce, transfer, publish, or post images in any form without first obtaining permission from the Ohio History Connection and/or the copyright holder. Rights & Reproduction services are available for a fee; inquire at the Reference Desk.
3. Copyright:
 - a. Visitors are responsible for securing written permission to publish copyrighted material from Ohio History Connection collections. Copyright laws (Title 17 U.S. Code) and/or other legal requirements may protect materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is 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 photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
 - b. The visitor agrees to hold harmless the OHC and its Trustees, Officers, employees and agents either jointly or severally from any action involving infringement of the rights of any person or their heirs and descendants in common law or under statutory copyright.