

# SELF-SERVICE PHOTOGRAPHY IN THE HADDON LIBRARY

## Introduction

Readers may use their own cameras to take still photographs of material in the Haddon Library. Photographs may be taken for non-commercial research or private study only.

## How to obtain permission to take your own photographs

If you wish to take your own photographs within any part of the Library, please talk to staff at the enquiry desk in the first instance. Staff will assist in assessing the condition of all items and their suitability for self-service photography. Some materials may be unsuitable for copying because of their format or fragility.

There is no charge for self-service photography.

**All requests for self-service photography are at the discretion of Library staff, who have the right to refuse permission for any item. If you do not follow Library staff instructions, we reserve the right to confiscate Library material from you.**

## Procedures for taking your own photographs

- Cameras and camera phones must be hand-held and must be capable of being set to 'silent'. **SLRs, tripods and 'mini-pods' are not permitted.**
- Flash photography is not permitted.
- Hand-held scanners are not permitted for conservation reason.
- If your camera or camera phone has a strap, place it around your neck or wrist, to reduce the risk of dropping the camera.
- Ensure that the strap is not draped across the book, manuscript or document. Please do not stand on tables or chairs to take photographs.
- Single-sheet material and unbound items must be placed flat on the table and not held up in the air. Loose materials for photography should be taken from folders one item at a time.
- Hold the camera in both hands while taking photographs. Do not force bound volumes open, fold pages or remove any fasteners to achieve a better image. Staff will be happy to advise you on handling Library materials.
- Please respect other Library users. Turn off all sounds on your camera or camera phone and keep noise to a minimum. Staff may ask you to stop taking photographs if they think you are disturbing other readers.

## Copyright and other restrictions

Please note that copyright law applies to the copying of any document or work in the Haddon Library's collections. It is your responsibility to ensure that copyright is not infringed. Copyright notices are displayed prominently near the photocopier under the West Balcony. You should obtain legal advice as necessary on what is permitted. Please note also that some collections are subject to other restrictions and may not be photographed; staff will provide guidance on this.

The Haddon Library will *not* grant permission for you to publish or otherwise distribute or circulate images of works in its collections taken or copied by you. Contact the Haddon Librarian via email at: [haddon@lib.cam.ac.uk](mailto:haddon@lib.cam.ac.uk) for anything related to the reuse of Haddon Library images.

## Imaging Services at the University Library

Cambridge University Library offers a wide range of professional imaging services. For further information, visit the Imaging Services website at <https://www.lib.cam.ac.uk/collections/departments/digital-content-unit/imaging-services>.

**We reserve the right to change this policy at short notice. Staff at the Haddon Library, and at the UL's Imaging Services, are not able to advise on the use of your equipment.**

*This policy is based on the Cambridge University Library policy and was last reviewed in February 2025*