Digital Camera Use Policy
Medical Center Archives of NewYork-Presbyterian/Weill Cornell

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- No medical or student records will be allowed to be reproduced in any form.

- All requests are subject to review and approval prior to being photographed, and the Medical Center Archives reserves the right to deny requests or revoke permission for any reason.

- It is the responsibility of each user to keep complete and accurate citations for all items photographed. We suggest that you photograph the image with the folder title. A card will be provided with the name of the repository.

- All photography will be conducted using ambient lighting. No tripods, flash, or copy stands, or scanners may be used and no pictures can be taken of the room, readers, or staff.

- All items must be handled with care and photographed flat on the table. No standing on chairs or arranging furniture.

- The Medical Center Archives reserves the right to examine and/or request copies of all digital files.

- The researcher accepts full responsibility for determining whether or not U.S. copyright law protects the materials being copied and whether or not his or her use exceed the limits of fair use.
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Your signature on this form confirms that you have read, understood, and agree to abide by these conditions:

Name (print legibly): ____________________________ Date: ______________

Signature:
________________________________________________________________________

List of Items photographed. Please print clearly

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection</th>
<th>Box</th>
<th>Folder</th>
<th>Item Description</th>
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