



Camera Use Policy

Gale Family Library
Minnesota Historical Society



Ray, Gordon. *Graflex Camera in Studio*. 1949. Reid H. Ray Film Industries Collection.

The Gale Family Library permits the limited use of cameras and scanners. Copyright, collection restrictions, and preservation needs determine if an item can be photographed. The library reserves the right to deny permission to photograph collection materials.

- **Obtain permission from reference staff before taking photographs**
- Turn off the camera's flash
- Do not allow scanners to touch collection items
- Handle materials carefully, photographing one item at a time
- Do not stand on reading room chairs or tables, or place collection items on the floor
- Do not take photographs of the reading room, library staff, or library patrons
- Photographs taken may be used for **personal reference and research only**
- Use of any photo or image created from collection materials for publication, broadcast in any media, or for display online **REQUIRES permission** from the Minnesota Historical Society, and may incur a use fee
- Researchers are responsible for recording proper citation information (see back of this card for examples)
- The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; researchers using a camera to copy library and archive materials are liable for any infringement.

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Citing Archival Sources from Minnesota Historical Society Collections

The goal of properly citing research sources is to enable researchers to locate the exact item which is being referenced.

The most basic information needed for citing a source from MNHS collections includes: title, creator, date, page numbers (when applicable), and collection name.

Refer to the finding aid and/or catalog record for collection details.

Examples:

State Archives

Rochester State Hospital. Personal and Medical History of John Fielding. 1885. Rochester State Hospital Patient Case Books 1879-1903. Volume 6, page 87. Government Records. Minnesota Historical Society, Saint Paul, MN.

Manuscripts

Pilliod, Jr., Charles. Letter to Eugene McCarthy. January 12, 1987. Eugene J. McCarthy Papers. Political and Campaign Files 1947-1994. Subject Files, Global Economic Action Institute 1986-1987. Minnesota Historical Society, Saint Paul, MN.

Maps

Hennepin County (Minn.) Department of Public Works, Transportation Planning Section. Lake Minnetonka. Map. [ca. 1:32,000]. Hopkins, MN: Hennepin County Department of Public Works, Transportation Planning Section, 1992. Minnesota Historical Society, Saint Paul, MN.

Photographs

Enstrom, Louis. *Cat in Doll Bed*. ca.1915. Minnesota Historical Society, Saint Paul, MN.

For more examples visit our website at sites.mnhs.org/library/citing-materials



Gale Family Library, 345 Kellogg Blvd. W., St. Paul, Minnesota 55102
651-259-3300
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