

Leather Archives & Museum  
User Copyright and Photography policy  
*Adopted June 12, 2003*

## User Copyright

The Leather Archives & Museum (LA&M) collections contain materials that have been archived and/or displayed for preservation, education and to support scholarly and public research. Most of the material housed in the LA&M collections is subject to copyright law. It is the policy of the LA&M to allow for photocopies and reproductions in accordance with Section 108 of The Copyright Law of the United States (Title 17). This policy shall be administered as follows:

### Text Based Materials

- **Unpublished** – Users may make a single photocopy of each page or piece of the material upon signing the LA&M Fair Use agreement.
- **Published, but not obtainable at a fair price** – Users may make a single photocopy of each page or piece of the material upon signing the LA&M Fair Use agreement.
- **Published, and obtainable at a fair price** – Users may make a single photocopy of no more than /one article or other contribution to a periodical issue and no more than a small part of any other copyrighted work. These copies may be made upon signing the LA&M Fair Use agreement.

### Audio Materials, other than musical works

Single copies will be provided to users (at the cost of reproduction) upon signing the LA&M Fair Use agreement.

### Photographs, pictorial and graphic works, audio-visual materials, musical works and sculptures

May not be duplicated except for the following:

- The LA&M holds the copyright to the material. Reproductions will be handled on a case by case basis at the discretion of the LA&M professional staff.
- The user provides documentation showing that permission to copy has been granted by the owner
- The owner has previously granted the LA&M to make copies.
- Audiovisual works which deal with news.
- Pictorial or graphic works published as illustrations or diagrams with text
- The copyright owner cannot be identified. The user may be required to provide a statement certifying that they have made an effort to find the copyright holder.

Reproductions may be made via:

- A user's camera or other copying equipment brought to the LA&M
- Request that the staff make a reproduction. This reproduction may need to occur offsite and at the cost of the user.

### Any copy that is reproduced in digital format may not leave the physical premises of the LA&M.

If the LA&M holds the copyright to this material, digital reproductions may be allowed at the discretion of the professional staff.

Users who have secured digital copy permissions from the copyright holder shall be excepted from this rule.

The Leather Archives & Museum shall post warning of copyright at all photocopy machines.

The professional staff of the LA&M may deny requests for photocopies and reproductions if:

- The LA&M has knowledge that the copies will be used outside of the Fair Use Agreement
- The duplication would be in violation of the LA&M privacy policy
- The LA&M has assessed that the material is too fragile to be subject to light exposure from duplication or reproduction equipment.

### Museum Photographs

Visitors to the LA&M should feel free to take photographs of the exhibits in the galleries. Visitors are prohibited from taking "close up" photographs of individual pieces of the collection where the museum does not own copyright for the piece.

Leather Archives & Museum  
Fair Use Agreement

To be signed for materials where the LA&M does not hold copyright.

User Name: \_\_\_\_\_

Organization: \_\_\_\_\_

All material subject to copyright law is subject to the provisions outlined in Title 17 of the United States Code. Special provisions are made for libraries and archives to furnish photocopies or reproductions. In cases where the library or archive does not own the copyright, the photocopy is not to be “used for any purpose other than private study, scholarship, or research.”

By signing this agreement, the User agrees to use the photocopy or reproduction in accordance with “fair uses” as identified in section 107 of the Copyright Act. In determining whether a use in any particular case is a fair use, the factors to be considered include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

Note that all factors are considered together rather than in exclusion.

I understand that the material being photocopied or reproduced is subject to copyright, and I understand the statements made in this agreement.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date