Camera Use Policy
Gale Family Library
Minnesota Historical Society

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.

Revised November 2015

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**


**Manuscripts**


**Maps**


**Photographs**


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

Gale Family Library, 345 Kellogg Blvd. W., St. Paul, Minnesota 55102
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mnhs.org/library