

# Temple University Libraries

## Urban Archives

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### Access Policy

Beginning 1 October 1992 a new access policy to the library has been instituted. Following are the three types of visitors that can be admitted to the Urban Archives:

1. **Walk-ins:** the Urban Archives staff will provide, to the guard, an access form containing name of visiting scholar and access date.
2. **Short-term:** An access form will be giving to the guard on a daily basis for those researchers who plan to visit for several or more days in a row.
3. **Long-term:** A courtesy card will be provided to those researchers who plan to work on a long-term research project.

### Camera Policy

#### STUDENTS

The Urban Archives (hereafter Archives), Temple University Libraries, Philadelphia, Pennsylvania maintains control over access and use of all images for which the Archives holds the copyright. Some images may not have a copyright notice; however, this statement serves as a notice to the patron that the image may be protected by copyright even if the notice is not available. Images are to be copied with the copyright statement provided

1. **The captured images are not to be used for any purpose other than that stated below.** If work produced to complete a class assignment or thesis is later published or otherwise released/disseminated, student must apply for Permission to Use images as a general researcher.
2. Images prior to 1923 may be captured. Images after 1923 may be capture if the Archives holds the copyright.
3. Each image must carry the following credit line: Temple University Libraries, Urban Archives, Philadelphia Pennsylvania.
4. In authorizing the use of this material, Temple University does not surrender its own right to publish it, or to grant permission to others to do so.

5. This authorization does not affect the recipient's obligation to guard against infringement of the rights of others, including (but not limited to) copyright, rights of privacy and/or publicity.
6. If copyright is not held by the Urban Archives, Temple University, requestor is responsible for obtaining copyright privileges from the holder. (See back of reproduced photograph for copyright information or inquire with Urban Archives staff.)

**Images captured by a student's equipment are not to be incorporated in a web site even if the construction of the web site fulfills a class assignment.** He or she may obtain a watermarked file of the photograph from the Archives.

## **TELEVISION NEWS PROGRAMS**

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4. In authorizing the use of this material, Temple University does not surrender its own right to publish it, or to grant permission to others to do so.
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6. If copyright is not held by the Urban Archives, Temple University, requestor is responsible for obtaining copyright privileges from the holder. (See back of reproduced photograph for copyright information or inquire with Urban Archives staff.)

## **Photographic Use Policy**

Photographs and negatives will not be loaned out.

Urban Archives will not be the "middle-person" for patrons requesting copies to be made from their personal photographs or for persons who do not use the Urban Archives.

## **Photocopy Policy**

### **General Policy**

Photocopies can be made of uncopyrighted and unrestricted materials.

Photocopies of copyrighted materials can be made in accordance with the copyright law of the United States (Title 12. U.S. Code) for use in private study, scholarship, or research.

Some manuscript collections at the Urban Archives contain "restricted" material. Photocopies of any materials from these collections must be returned to the Archives by the patron who must also complete the Restricted Materials agreement form.

### **Newsclippings Collection**

All newsclippings from the Bulletin Collection should have been stamped with a date and, in many cases, the name of the newspaper (e.g., "Inq" for the Philadelphia Inquirer or "DN" for the Philadelphia Daily News). "Evening Bulletin" or letters and symbols (e.g. "G.S.W." or "F\*\*\*") refer to the Philadelphia Evening Bulletin and to specific editions of the same newspaper. None of these clippings will contain page references.

The Urban Archives owns the copyright for photographic images from the Philadelphia Evening Bulletin. For permission to reproduce text and drawings from the Philadelphia Evening Bulletin, please contact the Urban Archives at Temple University Libraries, Urban Archives, 1210 W. Berks Street, Philadelphia, PA 19122 or 215/205-5750.

## **Restricted Materials**

Use of the collections may be restricted for a given number of years, either by the Donor/Depositor or the Head of Urban Archives. Restriction may be placed on individual items in the collections, such as case files. If so, researchers will be alerted to this possibility.

The following procedures will be implemented when using restricted materials or photocopying from collections containing case files or case anonymity files.

1. User needs to fill out a "Restricted Materials" form.
2. User needs to provide the Urban Archives with either a permission letter from Agency/Organization or a letter explaining the attempt to contact Agency/Organization.
3. Urban Archives will provide user with the most current address from the control folder.
4. The permission or explanation letter will be filed in the Urban Archives.