



Burke Museum of Natural History and Culture  
University of Washington, Box 353010, Seattle, WA 98195-3010, 206-543-6623

## **Ethnology Department Rules Governing Recording, Duplication and Photography**

1. Permission to tape record, duplicate, or photograph items in the Ethnology Collections, Archives, or Library must be obtained in advance from the Collections Manager or appropriate Division Curator and are subject to the availability of staff time.
2. Audio and video tapes, photographs, films, color transparencies, slides, artwork, or other reproductions may not be used for publication or other commercial purposes without additional approval through a Reproduction Request.
3. The undersigned agrees to indemnify the Burke Museum against any damage to the collections, building, equipment, or persons directly or indirectly caused by or attributed to the recording, duplicating, photography, or filming undertaken.
4. The Ethnology Department will accommodate photo requests by making available through loans or purchases existing negatives, photos, slides, or transparencies when appropriate. Additional photography will be paid for by the undersigned in accordance with the Museum's fee schedule and when executed by the undersigned in subject to a charge for staff and facility time.
5. The Burke Museum will retain all photographic negatives, transparencies, or original images it prepares or commissions upon request. If the undersigned performs the photography, they may retain all original negatives, but must provide the Burke Museum with two complimentary copies of each object in all formats taken (Slide, 4x5 color transparency, digital, BW, video, CD). The Burke Museum may use these images in future publications, websites, and educational materials, with credit assigned as stated below.
6. The Burke Museum retains the sole copyright for its holdings and all images depicting its holdings. Only the Museum may authorize the publication, commercialization, or public distribution of such images. In some cases the Museum does not hold literary or other copyrights to some items and it is the user's responsibility to secure those rights where necessary.
7. Photographers and assistants must be accompanied by designated Museum staff at all times. Equipment and containers are subject to inspection.
8. Objects may be touched and handled only by designated Museum staff. Objects will not be unframed or unmounted for photography.
9. Photographic lights must have filters to deflect heat and prevent exploding glass bulbs from damaging objects or people. Lights must be at least ten feet from Museum objects and located so as to prevent damage if tipped over. Museum staff may regulate light levels or exposure time in order to protect objects.
10. Sessions may be terminated and future access denied for failure to comply with the above provisions or other staff requests, or for conduct which may be detrimental to the collections, staff or Museum operations.

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
Credit Line \_\_\_\_\_

Date \_\_\_\_\_  
Phone \_\_\_\_\_

Revised 9/2005