

POLICY FOR PHOTOGRAPHING ITEMS FROM TARL COLLECTIONS AND FOR REPRODUCTION AND PUBLICATION OF PHOTOGRAPHS

The collections of the Texas Archeological Research Laboratory are held in public trust for the education and enjoyment of present and future generations. Therefore, researchers are encouraged to use these collections and are permitted to photograph artifacts.

Procedures

1. Since many projects will require the presence of a staff member, photography will need to be done at the convenience of TARL staff. Therefore, it will be necessary to notify the Head of Collections *at least one week in advance* to schedule a photographic session in TARL collections.
2. Completely fill out the REQUEST TO PHOTOGRAPH COLLECTION ITEMS OR TO ORDER PHOTOGRAPHS form.
3. Depending on the type of access granted and the nature of the project, it may be necessary for the photographer/researcher to make initial artifact selection from collections. Selections by the photographer must be approved by the Head of Collections, and a staff member will accompany the photographer during the selection. For some short-term or very specific projects, the artifacts may be selected by TARL staff.
4. All photographers must read and comply with the procedures and conditions for photography.

Conditions

5. There is a fee of \$34.50 per hour for photography for any commercial purpose. This is in addition to fees for reproduction/publication (see Item 22).
6. All photographers must be prepared to bring all their own equipment, including lights, backdrops, extension cords, special props, and scales. However, photographers are warned that there is little room for elaborate photographic set-ups.
7. TARL can assume no responsibility for others' photographic equipment and under normal conditions will not be able to store it.
8. Artifacts should be photographed with a minimal amount of handling.
9. Artifacts are not to be arranged in any detrimental manner (stacking or precarious balancing).
10. No adhesives, including tape or labels, may be used on artifacts.
11. No nails, wires, or pins may be used in artifacts. No sewing on the artifacts.
12. No waxy or oily substance (such as sprays or Plasticine) may be used to prop artifacts.
13. No alterations, repairs, or cleaning of any kind may be attempted.
14. Flood lights, etc., should be on only during the initial set-up, reading of light meters, and actual photography. Unnecessary and prolonged exposure to the intense heat and rays of such lamps can cause serious drying, shrinkage, or other damage.
15. Artifacts may not be taken from the designated photography area without specific permission of the Head of Collections.
16. No material will be left in set-ups overnight; all artifacts will be returned to locked storage.
17. Neither artifacts, store rooms, nor photographic areas will be left unattended.
18. Two copies of the resulting article, report, book, videotape, CD, etc., shall be provided to TARL's Head of Records for permanent curation.

Reproduction/Publication

19. Permission to photograph artifacts in no way implies permission to publish/reproduce such materials. Requests for permission to publish any material owned or held by TARL must be submitted in writing.
20. Written permission to reproduce or publish photographs must be secured from TARL. Researchers and photographers are responsible for payments and compliance with all applicable fees and conditions for reproduction/publication.
21. Giving proper credit is mandatory [cite the photographer, if known, Texas Archeological Research Laboratory, The University of Texas at Austin]; if there is a TARL photographic catalog number, it must be part of any citation and will normally be provided to the requester along with the image.
22. Fee per use per photograph applies to photographs made from TARL negatives and digital images as well as to photographs of objects in TARL Collections taken by others. For commercial books, this fee is assessed for each edition. Fee for black and white reproduction, \$100.00; color reproduction, \$200.00. In instances where use of a website digital image owned by TARL is approved, a reduced fee of \$25.00 is assessed, provided the image can be downloaded off the Internet. Fees for other digital images will vary. Fees may be waived for non-profit organizations at the discretion of TARL's Director. Where no use fee is applied, cost for TARL staff to reproduce prints is \$3.50 for 4"x5" or smaller, \$5.00 for 5"x7", \$7.50 for 8"x10", and \$2.00 per 35-mm slide.