

AEROSPACE MUSEUM OF CALIFORNIA
DUPLICATION, RECORDING AND PHOTOGRAPHY
OF MUSEUM HOLDINGS AND PROPERTY

A. Authority:

Title 17, United States Code

B. Responsibility: The Aerospace Museum of California Foundation is the legal and registered corporate sponsor of the Aerospace Museum of California and its archives, artifacts, displays, holdings, library, photographs and other items. The term Museum refers to the Aerospace Museum of California and its holdings and property.

The Executive Director of the Museum has full authority and responsibility for insuring that Museum archives, artifacts, displays, library, photographs and other holdings are only released to authorized individuals. An additional responsibility is to insure that Museum copyright/trademark protections are carried out. All employees and volunteers are responsible for insuring compliance with this policy by Museum guests and or visitors.

C. Purpose: To insure that duplication, recording or photography of Museum holdings and property meets museum standards and their use would not be detrimental to the collection or reputation of the Museum. An additional purpose is to insure that the duplication, recording, photography and or publication does not imply Museum endorsement of any commercial product or enterprise, or to indicate that the Museum concurs with the opinions expressed in, or confirms the accuracy of any text or dialog.

D. Scope: This policies applies to all duplication, recording, photography, and or publication of any Museum holding and its property.

E. Definitions: The following definitions will be used to describe the various types of duplication, recording and photography by individuals, groups or others:

1. Individual/Personal use – Guests or visitors who use hand held cameras to record their visit to the Museum.
2. Freelance Photographer – Individual who wishes to make a more detailed record of the museum and its contents for their personal use. This may involve the use of tripods, lights, etc.
3. Commercial use - For use in any type of publication or display through any type of media.

F. Guest and Visitor Personal Use Rules for Duplication, Recording and Photography:

1. The use of tripods, lights, stands, flags and other equipment, or to block public access is prohibited without prior approval.
2. Not to sell or use the images from any commercial purpose and not allow their photographs to be used by others without written permission from the Museum.
3. Not to post images on the internet, except on a personal website, without written permission of the Museum.
4. To place a “photo courtesy of the Aerospace Museum of California” label near each image during any public display, publication, and so forth.
5. Not to request or attempt to gain access to the Museum’s non-public areas.
6. To conduct all photography during the Museum’s public hours.

G. Other Use Rules for Duplication, Recording and Photography:

1. Except for personal use photography, permission to duplicate, photograph or record must be obtained in advance.
2. Audio and videotapes, photographs, slides, color transparencies, digital images or other reproductions may not be used for publication or other commercial purposes without approval of a Reproduction Licensing Agreement (RLA).
3. The person obtaining a RLA agrees to indemnify the Museum against any damage to the collections, buildings, equipment or persons directly or indirectly caused by or attributed to the duplicating, filming, photography or recording undertaken
4. The Museum will accommodate photo requests by making available through loans or purchases existing negatives, photos, slides, transparencies when appropriate. The person obtaining a RLA will pay for any additional photography in accordance with the Museum’s fee schedule and agrees to pay a charge for staff and facility time for additional photography requests as deemed appropriate by the Museum.
5. The Museum will retain all photographic negatives, transparencies, or original images it prepares or commissions upon request. If the person who obtains a RLA performs the photography, they retain all original images, but must provide two complimentary copies of all images intended for publication.

6. The Museum retains the sole and all copyright for its holdings and ALL images depicting its holdings. Only the Museum may authorize the publication, commercialization, or public distribution of such images.
7. The person obtaining a RLA understands that the Museum may not hold literary or other copyrights and it is their responsibility to secure these rights where necessary.
8. Museum staff must accompany photographers and their assistants at all times. Equipment and containers are subject to inspection.
9. Only designated Museum staff may touch or handle objects. Museum staff will not unframe or unmount objects for photography.
10. Museum staff will identify items on loan that the donor has not given photographic authority to the Museum. Written permission from the donor/owner will be required.
11. Photographic lights must have filters to deflect heat and prevent exploding glass blubs from damaging objects or people. Lights must be at least ten feet from Museum objects and located in such a manner to prevent damage if tipped over. Museum staff may regulate light levels or exposure time in order to protect objects.
12. Museum staff may terminate sessions and deny future access if any person with this policy or other staff requests, or conducts his or her self in a manner that in the opinion of Museum staff may be detrimental to the collections, objects, staff or Museum operations.

F. **Reproduction Licensing Agreement:** The Reproduction Licensing Agreement or RLA, is obtained by all commercial photographers and those amateur and or freelance photographers who wish to use tripods and other equipment as authorized by the Museum.

The RLA consists of the following:

1. For users of tripods only - a completed Freelance Photographer and Tripod Use Memorandum of Understanding.
2. For all other photographers - a completed Photographic Reproduction Licensing (PRL) Agreement **and** a General Rules Governing Recording, Duplication and Photography form.