Photography and Reproduction Procedures

Photography

1. Photography must be approved by Anthropology Department staff prior to accessing the collection storage areas and is restricted to the collection item(s) requested. Approval is subject to time and space limitations, the condition of the object(s), and the availability of existing photographic images. The Department reserves the right to limit or deny requests if photography and handling would cause damage to an object.

2. Should high-resolution photographs or negatives of requested objects exist within the Anthropology Department, these resources will be made available when appropriate and are subject to the conditions of the Bishop Museum Library and Archives Reproduction Services and Fees schedule. The cost of additional commissioned photography and all related expenses including equipment, staff time, and facility use, is the responsibility of the requesting party.

3. Visitors must provide their own photographic equipment and will be accompanied by staff at all times. The Department cannot supply lights, other equipment, or specialized work space. If equipment (such as backdrops) is necessary, arrangements must be made in advance to have them cleaned, washed, or frozen before they are brought into the collection areas. All equipment and containers are subject to inspection.

4. The collection rooms have fluorescent lighting. If additional lighting is needed, such lighting must be indirect, bounced light with a low UV component. Additional lighting is required to be off unless filming is in progress. 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 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.

Acceptable Lighting Measurements for Artifact Photography:
- UV guidelines = < 100 uW/lumen
- Between five to ten footcandles which is the equivalent of 50 to 100 lux
- If lighting is 2000 to 3000 lux, light allowed on the object is limited as such: (1) with UV filter: 2000 lux = 36 min.; 3000 lux = 24 min.; without UV filter: 2000 lux = 8 min.; 3000 lux = 6 min. Light exposure is measured as cumulative.

5. Only designated Department staff may touch or handle objects. Objects will not be unframed or unmounted for photography.

6. Bishop Museum will retain all photographic negatives, transparencies, or original images it prepares or commissions upon request. If the visitor performs the photography, they may retain all original negatives, but must provide the Museum with a copy of each image in all formats taken and in doing so, grants the Museum a nonexclusive, perpetual, royalty-free and worldwide license to use these images for any academic, educational, or nonprofit use including but not limited to use in future Museum publications, websites, and educational materials, with proper credit assigned. This nonexclusive license applies to objects that were photographed by third parties at the request of the requesting party, and the requesting party shall assist the Museum in obtaining copies of images photographed by third parties.
7. Bishop Museum retains the sole copyright for all its images depicting its holdings. Only the Museum may authorize the publication, commercialization, or public distribution of such images.

8. The Anthropology Department and Bishop Museum will not be held responsible for any damage to photography equipment or injury to persons incurred during photography.

9. Failure to comply with the above provisions, other staff requests, or for conduct which may be detrimental to the collections, staff, or Department operations will result in the termination of the visit. In severe cases, all access privileges will be revoked and future access requests will be denied.

Reproduction

1. Collections data, images, photocopies, and scans are made available for research purposes only. Publication or reproduction permission, including commercial use, scholarly publication, exhibition, or general distribution in any medium (including the internet), must be obtained through separate written authorization from the Bishop Museum Library and Archives Department (see Bishop Museum Library and Archives Reproduction Services and Fees).

2. Bishop Museum catalogue numbers must accompany all published photographs of objects from the collections.

3. Re-use by third parties is not allowed. The visitor will be held responsible for any violations of Museum policies and statutes regarding copyright.