

SARAH LAWRENCE COLLEGE ARCHIVES
IMAGE COLLECTION ACCESS AND RESTRICTIONS POLICY

1. The researcher must contact the Office of Communications and Marketing for access to images created within the past 5 years.
2. The researcher, under the guidance of the Archives, must obtain appropriate written permission from the subject of the image to use images of living alumni, students, faculty, administration and staff.
3. When the photographer of an image is known, researchers external to the College community must obtain permission directly from the photographer prior to publishing. The Archives will provide a copy of the photograph to the researcher and inform the researcher that it is their responsibility to obtain the appropriate permissions.
4. The Archives does not require researchers who are members of the campus community to obtain permission from the photographer when using photographs for Sarah Lawrence College community purposes. However, the appropriate photo credit must be used.
5. The researcher will credit the photographer in any publication or format utilizing the image.
6. The researcher will credit the Archives in any publication or format utilizing the image with the following statement: "Courtesy of the Sarah Lawrence College Archives."
7. When photographs are owned by the Sarah Lawrence College Archives, researchers external to the College community will be charged a [fee for reproduction and use](#) according to the online fee schedule.
8. Non-digital photographs may be photocopied by the Archives staff for reference purposes. Each photocopy will be marked with a copyright statement.
9. Digital photographs will be provided as high-resolution (300 dpi) JPEG files. Low-resolution (72 dpi) JPEG files may be sent to the researcher for selection purposes.