

## History Nebraska Onsite Filming and Photography Policy

History Nebraska (HN) welcomes photography and filming of collections. For the safety of the artifacts, historic structures, and visitors, the following requirements must be adhered to.

**VISITORS TO MUSEUMS & HISTORIC SITES:** Photography and filming are allowed for personal use unless otherwise posted. No flash allowed without permission from authorized staff. If your project requires tripods or other freestanding equipment, please submit a [Request for Onsite Filming and Photography Form](#) and follow the Requirements for Photographers below.

**MEDIA:** For news coverage, please contact History Nebraska's Marketing and Communications Director, Chris Goforth, at [chris.goforth@nebraska.gov](mailto:chris.goforth@nebraska.gov) to make arrangements for onsite photography or filming. To request digital files of History Nebraska's collections, please click [HERE](#) to search and download images, or send a request to [reference@hn.libanswers.com](mailto:reference@hn.libanswers.com)

**RESEARCHERS:** Researchers may view Archival collections in History Nebraska's [Reference Room](#). To view Objects or Archeology collections not currently on display, please contact [reference@hn.libanswers.com](mailto:reference@hn.libanswers.com) to schedule a research visit. Some restrictions may apply due to collections availability, space, or preservation concerns. Fees may apply for elaborate projects requiring curatorial assistance. Researchers must follow the [Policy on the Use of Personal Cameras in Collections Spaces](#) and Requirements for All Photographers below.

**COMMERCIAL FILMING OR PHOTOGRAPHY:** Advance arrangements must be made and a [Request for Filming/Photography Form](#) must be submitted at least three weeks in advance.

- A fee of \$30.00 per hour will be charged for use of Collections Spaces for up to four hours during open hours. Projects exceeding four hours or during closed hours will require additional staffing and fees.
- A HN staff member will be present at all times.
- The movement of collections material must be agreed upon in advance, and all handling and movement will be performed by HN staff.
- Materials must remain flat on the work surface/case or in a stand/cradle/mount provided by HN.
- Extreme care must be taken when in exhibit galleries, historic structures, and Collections spaces. Sitting or standing on historic objects, exhibit structures, and cases is prohibited. HN may require that freestanding lighting and sound equipment be placed and secured at a safe distance from fragile objects.
- Limited set dressing may be permitted with advanced permission of HN Collections staff. Set dressings may not be attached (including tape) to historic objects and structures. Items brought in for set dressing must be immediately removed after filming.

- Fog and smoke machines are prohibited.
- Smoking is prohibited in HN buildings and historic structures.
- Electrical cords should be kept near the perimeter of gallery spaces as much as possible. Cords may not touch objects. In areas with non-historic flooring, tape may be required to prevent tripping.
- Food and drink are not permitted in exhibit galleries or in other areas where collections are present.
- For scripted film productions, in order to determine the impact on collections and historic structures, a copy of the script and detailed treatment of all activity to be conducted at HN properties must be submitted prior to permissions being granted. This will be used only for permissions evaluation and will be kept confidential.
- Requirements for All Photographers (below) must be adhered to.

## **REQUIREMENTS FOR ALL PHOTOGRAPHERS**

**LIGHTING:** The use of flash or artificial lighting is not permitted [without prior permission](#), and must be limited for the protection of collections and historic structures. Lights must be turned off when filming/photography is not taking place to limit light exposure and potential overheating of objects. Use of lighting equipment may be restricted by HN around certain sensitive objects.

**PERMISSION:** Permission for filming/photography and its use is granted at HN's discretion for each instance. HN does not issue permission in perpetuity or without limitations. Direct promotion is permitted without requiring additional permissions.

**USE AGREEMENT:** Permission and the specifics of a particular use are documented in an agreement between HN and the user, in which the user agrees to the parameters of this policy.

**CREDIT LINE:** History Nebraska must be properly credited. The exact content and style of the credit line may conform to that used throughout the rest of the product, but must at least include the words "History Nebraska" and HN's identification number if a specific item is used.

**MANIPULATION:** History Nebraska is committed to protecting the historical integrity of the materials in its collections. Any removal or addition of content must be approved by HN.

**ENDORSEMENT:** Use of materials from HN's collections does not imply that HN endorses any product, enterprise, expressed opinions, or confirms the accuracy of any content in any product in which such materials are used.

**INDEMNIFICATION:** The user will defend, indemnify, save, and hold harmless History Nebraska, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage

or other relief occasioned or caused by the release of a reproduction of an item from HN's collections or their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever. The user is solely responsible for all issues of invasion of privacy, libel and/or slander that may result from use of these materials.

**COPYRIGHT:** HN does not claim exclusive ownership of the rights to and has not determined copyright status for many of the materials in its collections. HN is acting only as an owner of the physical item, and may or may not have in its possession a written conveyance of copyright from the creator or their heirs. HN is not responsible for determining the copyright status of the materials or for securing copyright permission. Possession of a reproduction of an item from HN's collections does not constitute permission to use it beyond "Fair Use" as defined by the copyright law of the United States, Title 17, United States Code. The user assumes all responsibility for any copyright research, clearance and violation.

**PHOTOGRAPHER RESPONSIBILITY:** The photographer assumes responsibility for, and will compensate HN for any damage to collections or property which may occur as a result of photography or filming, including equipment movement, or the handling of collections. All preservation and security requirements of HN, as instructed by HN staff, must be observed.

**NONCOMPLIANCE:** HN reserves the right to refuse to grant access to collections, or grant use permissions and/or provide reproductions to anyone who has not complied with our policies.

**CHANGE IN POLICY:** HN use policies are subject to change without notice. In case of a discrepancy, policies in effect at the time payment is made will apply.