MCW Libraries policies on use of the photographic collection

Library Services
MCW Libraries staff collects and digitizes the archival photographs. However, the staff does not have the resources to devote substantial time to researching and identifying photos.

Access to records
If the requester is a former alumna or alumnus of MCW, they should be directed to contact the Alumni Office, and then the library will handle the request when it comes through that office.

If the requester is from the media, they should be directed to contact the Office of Public Affairs, and then the libraries will handle the request through that office.

If the requester is from any of the following MCW offices, the request is filled and no form is required:

- President
- Dean
- Dean of the Graduate School
- Sr. Associate Dean for Research
- Sr. Associate Dean for Education,
- Sr. Associate Dean for Public & Community Health
- Sr. Associate Dean for Clinical Affairs
  – MCP & CSG*  
- Sr. Vice-President’s Office
- Graduate Medical Education  
- Government Affairs
- Planning
- Development
- Public Affairs
- MCW Research Foundation
- General Counsel
- Alumni Office

(* Medical College Physicians and Children’s Specialty Group)

Access to MCW archival pictures will ordinarily be permitted if the requester is affiliated with MCW (current MCW student, faculty or staff) or Children’s or Froedtert hospital. The requester, unless from one of the offices listed above, must fill out the attached application form which is then directed to MCW Libraries Administration.

If the requester is a private person (researcher, writer, etc.), they also fill out the attached application form which is then directed to MCW Libraries Administration.

The filled out forms with the Administration’s notes and comments are kept in the MCW Administration files. MCW Libraries Administration will normally respond with approval/non-approval within 2-3 business days.

Terms and Conditions for Use of Archival Pictures
1. The researcher assumes all responsibility for infringement of copyright.
2. Permission for use of archival photographs is granted for one-time use only; photographs may not be reused, republished, or conveyed to any other party without permission from the MCW.
3. Photographs used in publications must carry the credit line: "COURTESY MEDICAL COLLEGE OF WISCONSIN"