

**VINELAND HISTORICAL AND ANTIQUARIAN SOCIETY
GENEALOGY RESEARCH AGREEMENT**

108 South Seventh Street, P. O. Box 35
Vineland, NJ 08362-0035
Email: VHASgen@gmail.com

All genealogy research clients must complete this form to access the archival resources of the Vineland Historical and Antiquarian Society. The information you provide will help the staff to assist you in your research and ensure the security of the collections. Please type or print clearly. There is a \$10 an hour fee for assistance with genealogy research.

Date _____ Name _____

Street Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Institutional Affiliation (if any) _____

Subject of Research:

Copies or other reproductions of materials (whether printed, manuscript, photographic, or otherwise) are made for personal research and reference only, and may not be used, reproduced (in any form or format, including digital), shared or given to any other person or entity without the express written consent of the Vineland Historical & Antiquarian Society.

(CONTINUED ON BACK)

**VINELAND HISTORICAL & ANTIQUARIAN SOCIETY
GENEALOGY RESEARCH AGREEMENT (page 2 of 2)**

Please read the following rules and sign the agreement at the end of this form.

In order to preserve the irreplaceable and often fragile materials in the collections, we ask our patrons to adhere to the following rules regarding care, handling, and security:

No food or beverages are allowed in the Reading Room.

No pens are allowed. Complimentary pencils are available in the Reading Room.

No bags, purses, laptop cases, backpacks, briefcases, etc. are allowed in the Reading Room without permission.

Archives & Special Collections materials may only be used in the Reading Room during department hours or by special arrangement.

Do not leave the Reading Room with any Archives or Special Collections materials.

Return all items to the Archives & Special Collections staff member on duty.

Please keep the documents and/or materials flat on the table and do not place any items (e.g. laptops, note cards, etc.) on top of the research materials.

It is crucial that items, both folders and individual documents, remain in the original filing order. Please bring any misfiled items to the attention of the Archives & Special Collections staff, but do not re-file items on your own.

Personal scanners, copiers, and cameras (video, digital, still) are not allowed in the Reading Room without permission from Archives & Special Collections staff.

The Archives & Special Collections staff reserve the right to refuse a copy of any material that might be harmed by the procedure or violates copyright or other restrictions.

The Archives & Special Collections staff will remove any metal fasteners (e.g. staples, paper clips) from the manuscripts. Please do not remove them yourself, and do not re-fasten items with metal clips or staples.

Permission to publish materials or copies of materials must be requested in writing from the Vineland Historical and Antiquarian Society Board of Trustees. Broadcast, public display, or any use on a website also requires separate written permission. Materials (including manuscripts, sound recordings, photographs, moving image materials, and artifacts) housed in the collections may be protected under copyright law (Title 17, U.S.C.). An Archives & Special Collections staff member may examine any items (notes, note cards, etc.) you bring in or out of the research room.

I have read, understood, and by my signature below, agree to comply with the regulations set forth above, in order to use material in the custody of the Vineland Historical & Antiquarian Society.

Signature _____ Date _____