

# **Cedar Key Historical Society**

## Archives Use Policies

### **Archives Statement**

The majority of the holdings of the archives are physical books, manuscripts, records, photographs, and other materials. Tangible materials such as archaeological artifacts and personal items are also included in the archives.

The Cedar Key Historical Society follows the Guidelines Regarding Security and Theft in Special Collections developed by the American Library Association s to ensure the long-term preservation and availability of our holdings. The Society also adheres to the [Guidelines for Access to Original Research Materials](#), a joint statement of the American Library Association and the Society of American Archivists. As such, the Society will “not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation.” The same policies apply to any digital or electronic materials. We retain the right to refuse access to any person(s) who have behaved in a manner violating these guidelines.

### **What Should I Do Before I Arrive?**

Researchers should consult relevant finding aids to better acquaint themselves with the scope and content of the records they wish to access. These are available via the Society’s website ([www.cedarkeyhistory.org](http://www.cedarkeyhistory.org)) via email upon request.

Researchers should contact the Society by phone at (352) 543-5549 or by email at [cedarkeyhistory@gmail.com](mailto:cedarkeyhistory@gmail.com) to schedule a visit. We are a small Society staffed by volunteers, so please allow up to a week for a response.

### **Accessing the Archives**

Access to the Society’s archives is provided at the discretion of the Chair of the Archives Committee. The archives are available for on-site use by researchers, scholars, students, and the general public according to the policies and procedures established here. The Society does not maintain regular archives hours and our collections are available for use by appointment only. Please contact the Society at (352) 543-5549 or [cedarkeyhistory@gmail.com](mailto:cedarkeyhistory@gmail.com) to set up an appointment.

### **Using the Archives**

Only items considered essential research tools (e.g., pencil, paper, notebooks, laptop computers, etc.) are allowed in the archives area. A staff member will remain in the archives area during the entire visit, for both security and assistance purposes. Belongings may be subject to search upon departure.

The archives' collections are non-circulating and materials may only be used in the archives area. Eating, drinking, or smoking is not allowed. Visitors will have access to the archives' resources, including finding aids and digital collections. Depending upon which physical collection is to be used, protective gloves (supplied) may be required. Tracing or annotating materials is not permitted.

Visitors agree to hold harmless the Lyme Historical Society, its Officers and employees, from and against any and all claims and actions that may arise out of their use of the archives' collections.

An appropriate playback machine will be supplied to you for use of audio/visual materials (e.g., digitized oral histories). We recommend that you bring your own headphones that utilize a standard headphone jack. There will be inexpensive earbuds available for purchase.

### **What rules do I need to follow as I work with Center materials?**

1. All artifacts and collection materials must remain in the center at all times.
2. You will be provided only one container at a time. When you remove a folder or subcontainer, carefully mark its place in the container. Similarly mark the place of an item or document you remove from a folder or subcontainer. Handle one item or document at a time.
3. Items should be kept flat as much as possible and supported in such a way that they do not bend. Do not write, lean, or place any object on the surface of any collection materials.
4. Refrain from marking, defacing, or altering items in any way.
5. If items are stuck together, never force them apart—consult with staff for solutions.
6. Unfold documents if this can be done without splitting, breaking or damaging them. If documents are very fragile, leave them folded.
7. Unless you are otherwise instructed, archival material must be kept in the order in which they are found. If the material appears to be out of order, do NOT rearrange them. If you find material damaged or out of proper order, report the problem immediately to staff.
8. Use common sense - if you start doing something that you think might cause damage, please stop immediately. If you are unsure about how to handle a specific artifact, please consult staff.

### **Guidelines for Reproduction**

Photocopies – researchers who wish to obtain photocopies of archives materials must submit a written request with complete details about material to be copied. Photocopies are intended for personal research only and cannot be published (in print or online) without the written consent of the appropriate copyright holder. All photocopy requests must be reviewed by staff. Some materials are too physically fragile to withstand photocopying.

Digital images – researchers interested in obtaining digital images of materials will adhere to the same policies and restrictions governing photocopy requests. Digital images are intended for personal research only and cannot be published without the consent of the appropriate copyright holders.

Personal digital cameras – researchers may be allowed to use personal digital cameras to take their own photographs of books and archival materials, but must obtain permission from staff prior to doing so. These images are intended only for personal research and cannot be published without consent of the appropriate copyright holders.

Audio/video recordings – researchers interested in making audio or video recordings of materials should contact the staff well in advance.

### **Duplication fees**

Photocopies: \$0.15 per page for members; \$.25 for non members

Digital images (scans): \$3.00 per image for members; \$5.00 per image for nonmembers

Audio/video recordings: determined by amount of time required to fulfill request

Postal orders: \$5.00 handling and postage surcharge

### **Publication Requests**

We do not charge publication fees. Permission to use the archives does not include the right to reproduce or publish their contents. If your use of the collection may result in a request to publish or exhibit, please state this in your original access request. Limited portions of most printed material may be published according to the “fair use” guidelines of the U.S. Copyright Code; otherwise, it is your responsibility to secure the appropriate permission. Do not assume that materials in the archives automatically fall into “fair use” guidelines. The Society does hold copyright for many of the materials in our collections. When this is not the case, it is the researcher's responsibility to obtain permission from the appropriate copyright holder.

Permission is granted only for one usage in one publication and one edition. All images remain the property of the Cedar Key Historical Society. Credit line must accompany each image and read “Courtesy of the Cedar Key Historical Society.” The publisher or author must provide the Cedar Key Historical Society with one complete gratis copy of any publication in which the image is reproduced. If the image is to be used on a website, the publisher or author will provide a link from its website to the Cedar Key Historical Society’s website at [cedarkeyhistory.org](http://cedarkeyhistory.org).

I agree to abide by the following terms and policies while working with the archival collections at the Cedar Key Historical Society and Museum.

Name: \_\_\_\_\_

Date: \_\_\_\_\_