

Jackson County Historical Society Archives and Research Library Policies Governing Research

The Jackson County Historical Society Archives and Research Library is open Monday-Friday 9AM-5PM by appointment only. At this time, we cannot set appointments to the Archives outside our business hours. There are no fees to use the research room or send in a research request. The JCHS Archives and Research Library research room is free to use for members and non-members.

Researchers can send in a research request on our website (<https://www.jchs.org/research-request-form>), over the phone (816-252-7454) or fill out a Research Request form in the History Center at the Truman Historic Courthouse. After the researcher has sent in a request, the Archivist will contact the researcher no later than a week to discuss the request or set up an appointment. If the researcher has the box and folder number of the materials they are requesting, they may call, or email the Archivist to set up an appointment to use the research room. However, researchers cannot schedule next day appointments. Appointments can only be set at least 3 business days after the date of scheduling, i.e Wednesday would be the earliest appointment if the researcher calls on Friday.

The following items are allowed in the Archives:

1. Pencils
2. Laptops
3. Cell phones. Please refrain from taking calls in the Research Room.
4. Digital Cameras. Please refrain from using flash.
5. Loose papers, note cards, notebooks, folders. These are subject to inspection by the Archivist upon exit.
6. Computers, recording devices (audio and visual). The Archivist must approve the use of any hand held scanner. Other equipment will be under the approval of the Archivist.

Please DO NOT bring the following items in the Research Room:

1. Pens
2. Food
3. Drinks. Researchers may bring closed or unopened drinks into the research room. These drinks cannot be on the table with the research materials. Closed or unopened drinks should stay on the floor or in the researcher's bag.
4. Post-it notes
5. Keep all Briefcases, laptop cases, purses, backpacks, etc. closed while working with archival materials. All bags should be left in the entrance of the research room or on the floor. Researchers cannot keep bags on the table with the research materials.

6. Overcoats/raincoats. There is a coat rack in the entrance of the Research Room for your convenience.

Policies of the Archives

1. Researchers will only be allowed to make additional material requests during their appointment if they have the box and folder number of the materials. General material requests (requests without knowledge of physical location of item) must be made in advance.
2. Researchers can pull any book in the Research Library during their visit. Library books must not be reshelfed and should be left on the table after use. Researchers must not pull any other materials (anything not in the Research Library) without permission from the Archivist.
3. Researchers will keep all records in the order given to them by the Archivist.
4. Researchers will open one record at a time while researching. The Archivist will give researchers the materials used to hold their place inside of a box or folder. Researchers should not use their own items as bookmarks or placeholders.
5. Folders and documents must lay flat on the table, away from the edge.
6. Researchers will not: lean on, write on, write on top of, create new folds in, trace or take apart any documents from the Archives. The Archivist will give clear instructions and supervise researchers as they handle fragile, large, or valuable materials.
7. The Archivist will provide gloves for any materials that researchers must use gloves to handle.
8. Researchers will be limited in the quantity of the materials they can look at in one visit. The Archivist will inform the researcher if their material request cannot be viewed in one visit.
9. Researchers must use proper citation when using JCHS materials in their work. Researchers can ask the Archivist if they have any questions about how to cite materials.
10. The Archivist will provide reasonable accommodations to any researcher. Please ask the Archivist with any questions or concerns.

Copying and Scanning

Archivist will make copies at a researcher's request. Records that are too fragile, large, or have special copyright restrictions, cannot be copied or scanned.

- Copying- \$0.25 per page
- Photographing by researcher on site (no flash)- No charge

Researchers may request scans of any materials from JCHS. JCHS will not charge for a request of 5 scans or less. For 6 or more scans, there is a \$2 per scan fee. These scans cannot be for any public use: published (print or online), displayed, or used in broadcast. Please ask the Archivist if you have any questions about public and private use. All researchers requesting scans or digital images of any kind will fill out an agreement form that will act as a receipt for the transaction.

Policy for Publishing, Displaying, or Broadcasting Materials

Researchers need to fill out an agreement form to publish, display or broadcast JCHS materials. To use photographs, or scans of materials, researchers must sign the agreement form before receiving or using any materials from JCHS. JCHS does not charge news or public access stations for public use of materials (broadcasting or publishing still images or AV for journalism or educational purpose). News/public access stations do need to follow the proper credit for public use of JCHS materials. JCHS will waive fees for teachers to use our materials for educational purposes. Students will also receive waived fees for use of materials in class required projects. Students writing projects, dissertations, or other materials that will be published through a publisher will receive a discounted rate of 30% off the nonprofit fee. Researchers will be charged a fee based on the type of use. JCHS will send the researcher an electronic invoice for the fee. The following is the fee schedule for public use:

Exhibit/ Display: \$50 per item Commercial/ \$40 per item Nonprofit-Scholarly

Publication (books, booklets, other print materials: in text): \$60 per item Commercial/ \$50 per item Nonprofit-Scholarly

Publication (print materials: on cover or jacket): \$80 per item Commercial/ \$60 per item Nonprofit-Scholarly

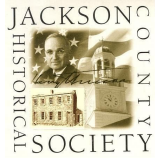
Advertisement (any kind of promotional materials, print or digital): \$100 per item Commercial/ \$75 per item Nonprofit-Scholarly

Digital Project (websites, multimedia projects): \$75 per item Commercial/ \$50 per item Nonprofit-Scholarly

Video, Film, TV: \$60 per still image item Commercial/ \$50 per still image item Nonprofit-Scholarly. If AV materials from JCHS are used, fees are \$300 Commercial/\$200 Nonprofit-Scholarly for 2 minute increments. Example: 1 minutes \$300 /\$200, 3 minutes \$600/\$400.

'Re-Use" (to re-use the item in a reprint, or other similar situation): 75% of the original fee Commercial/ 50% of the original fee Nonprofit-Scholarly

Other: The Archives Director will quote the price of the fee based on the type of project.



Public and Private Use Agreement

The supplying of duplications of documents and photographic images are granted as aids to personal research and education, and do not in any way transfer copyright or third-party rights, nor does it constitute permission to publish in excess of fair use according to the copyright law of the United States (Title 17, U. S. Code). Permission is granted for one time use, as described below, whether for private use, publication, display or broadcast. Any other reproduction or subsequent use of the provided copies is prohibited; do not permit others to reproduce the product, or any facsimile thereof.

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Name/Company	
Address	
City	
State	
Postal Code	
Email	
Phone	
Please Indicate Project:	
<input type="checkbox"/> Exhibit/ Display	
<input type="checkbox"/> Publication (books, booklets, other print materials: in text)	
<input type="checkbox"/> Publication (print materials: on cover or jacket)	
<input type="checkbox"/> Advertisement (any kind of promotional materials, print or digital)	

<input type="checkbox"/> Digital Project (websites, multimedia projects) <input type="checkbox"/> Video, Film, TV <input type="checkbox"/> "Re-Use" <input type="checkbox"/> Other: <hr/>	
Project Title/Description:	
Object ID, Title/Description of Materials:	
Fees	

I have read and understand the foregoing agreement, and hereby request the use of materials described above.

Patron Signature _____
Date