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**Laurel Historical Research Policy**

***Approved by Board of Directors July 28, 2016***

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**The John Calder Brennan Library Research Registration Form**

The John Calder Brennan Library of the Laurel Museum is a research library, not a lending or browsing library. Our reference assistant and volunteers will bring material to you, make copies for a fee, and otherwise assist you in finding material for your topic and help guide you in your research. By completing and submitting the following form, you agree to follow all Brennan Research Library policies and to agree to reimburse the Museum according to the attached Fee Schedule.

**Research by appointment**

The LHS has limited staff and limited hours. To ensure you can access the material that interests you, we recommend that you email us at research@laurelhistoricalsociety.org or call us at (301) 725-7975.

**Research by staff/volunteer**

The Laurel Historical Society is glad to conduct research in its Library on your behalf. The first 30 minutes of research is free for the general public, and the first hour of research is free to LHS members. Please see the Fee Schedule for subsequent research costs. Be aware that you will be charged for research time whether or not we are able to locate the information you are researching. Providing the following information will allow us to estimate the amount of research time required, and the likelihood of success. Allow up to two weeks for LHS staff/volunteers to conduct your research

Name/Date

Street Address

City/State/Zip

Email

Phone - Home/Work/Cell

Briefly state your research topics(s):

What sources have you already consulted for your research? (This lets us search smarter by avoiding resources you’ve already consulted):

Have you ever visited the Laurel Museum before? Y/N

If No, how did you hear about the museum?

Are you a member of the Laurel Historical Society? Y/N

**SOCIAL MEDIA POLICY:** Low-resolution photos from the LHS collection and/or depicting items within the LHS collection may be freely shared on social media sites, (Facebook, Twitter, et al) but must include a clear credit and direct link to the Laurel Historical Society (Facebook: @LaurelHistoricalSociety). This not only ensures proper credit, it helps to further promote the Laurel Historical Society. Low-resolution images (72 dpi, no larger than 10”) also ensures that the images cannot be downloaded and reproduced for profit by others. This includes any images taken during the course of your research.

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**FEE SCHEDULE**

Please consider joining the Laurel Historical Society to receive a number of benefits, including significant discounts while using the Brennan Research Library and online, 24/7 access to digital pdfs of the *Laurel Leader* and other files. Membership costs as little as $10\*! Visit http://laurelhistoricalsociety.org/pages/join.html for more details. For questions, to request research, and arrange payment, contact research@laurelhistoricalsociety.org.

 **Member** **Non-Member**

*Self-Guided Access to Library*

First Two Hours FREE FREE

Additional Time $5/hour $10/hour

*Research by Staff/Volunteer*

First ½ Hour FREE FREE

Second ½ Hour FREE $5

Additional Time $10/hour $20/hour

Rush Fee\*\* $20 $25

*Black-and-White Copies*

First Five Copies FREE 20¢/each

Additional Copies 20¢/each 20¢/each

*Scanned Documents/Images*

Non-Commercial Usage\*\*\* $25/each $25/each

Commercial Usage $50/each $50/each

 $100 for 2-5 images $100 for 2-5 images

 $200 for 6+ images $200 for 6+ images

Rush Fee\*\* $20 $25

*Remote File Access*

Non-Commercial Usage\*\*\* FREE MEMBERS ONLY

Commercial Usage FREE MEMBERS ONLY

Rush Fee\*\* $20 MEMBERS ONLY

\*Membership costs as of 2015-16 membership year.

\*\*This is a one-time flat fee. Rush fees apply if research needs to be conducted by a staff member or volunteer in less than two weeks from request date.

\*\*\*For personal use and academic research, you may submit a Personal Use Waiver to have the Library waive these access fees.

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**Request Form**

***TO BE FILLED OUT BY ALL RESEARCHERS REQUESTING MATERIALS***

**REPRODUCTION NEEDS**:

­­\_\_\_\_Personal use \_\_\_\_Commercial Use

**IMAGE REQUEST INFORMATION**

ITEM :

TITLE/DESCRIPTION:

OBJECT ID#

FORMAT: (type of file, measurements)

(if multiple requests, please provide the same information for each on a separate page)

FINAL USE AND PERMISSION:

1. For reproduction in (medium & title)

2. Author/Designer

3. Publisher/Firm

4. Expected date of publication/installment

5. Expected size of edition/duration of exhibition

6. Placement of image (cover/interior) and size

7. If permission is for web publication, provide URL:

**TOTAL ITEMS REQUESTED:**

**TOTAL AMOUNT DUE:**

**METHOD OF PAYMENT:**

Credit Card:

Check:

Cash:

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**Use Agreement for Digital Images**

***TO BE SIGNED BY ALL RESEARCHERS REQUESTING DIGITAL IMAGES***

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* alter the images by cropping and change hue, saturation, color, contrast, brightness, sharpness or other common and usual measures used in enhancing a photograph, excluding adding or removing features or altering any visibly discernible script unless all associated script is removed.

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There is no warranty, express or implied, with the use of the images. The Laurel Historical Society, Inc. will be not liable for any claims, or incidental, consequential or other damages arising out of this license or the use of the images.

Agreed to:

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The Laurel Historical Society, Inc.

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

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**Personal Use Waiver**

***TO BE SIGNED BY ALL RESEARCHERS REQUESTING A PERSONAL USE FEE WAIVER***

Permission to obtain a photocopy, digital surrogate, or other facsimile does not constitute permission to reproduce, distribute, publish, publicly display or make other protected uses if it is protected under copyright (Title 17, U.S. Code). The researcher is responsible for determining what uses are lawful, to obtain any required permission, and pay any required fee. If a researcher makes a request for, or later uses, a reproduction in excess of "fair use" as described below, that researcher may be liable for copyright infringement.

The Library will grant permission to use a license to use an image or document, free of charge, for fair use. These include usage in:

* non-commercial research or private study (unpublished), or
* one-off classroom use in a school, college or university,
* presentation or lecture without entrance fee, including PowerPoint,
* reproduction within a thesis document submitted by a student at an educational establishment (an electronic version of the research may be made available online provided that it is at no cost to the end user)
* reproduction within (but not on the cover of) an academic (peer-reviewed) book or journal article, provided that the publication is published by an organization set as a charity, society, institution or trust existing exclusively for public benefit and that the publication has a print-run of no more than 4,000 copies.

Usage of an image or document through a Personal Use Waiver includes the following stipulations:

* The images or documents are licensed for a specific “one-time” use only
* All licenses are nominative and may not be passed on for third-party use
* All images and documents must be credited as follows: Courtesy of the Laurel Historical Society
* Images and document may not be used on any electronic media, including websites, e-books or e-journals, unless specified otherwise in the permitted uses listed above. If you require these rights, please contact research@laurelhistoricalsociety.org. Please be aware that in some cases the Laurel Historical Society is unable to provide reproduction rights for some material.
* No copyright or proprietary right is conveyed with the use of any image or document supplied by us
* Images or documents may be cropped but not changed or manipulated in any way without written permission from the Laurel Historical Society
* Images or documents may not be used in any way which could be considered to be deceptive or which could reflect unfavorably upon the good name or reputation of the Laurel Historical Society
* Users may not suggest or imply that the Laurel Historical Society endorses, approves, or has participated in any projects utilizing images or documents obtained from the Laurel Historical Society

**Name/Date \_\_\_\_**

**Signature \_\_\_\_ Research p.5**