

REFERENCE REQUEST FORM

Today's Date _____

Research Option (Check One) :

Special Collections Appointment _____

Free 30 Minute Search _____

\$20/Hour Search _____

Name _____

Mailing Address _____

Phone Number _____

E-mail Address _____

Reference Request _____

Would you like to receive copies of the information located for you? _____

Please submit this form to the Albion College Library Reference Desk, reference request box outside of Special Collections, or mail to:

Special Collections
Stockwell-Mudd Library
Albion College
611 E. Porter St.
Albion, MI 49224

SPECIAL COLLECTIONS



ARCHIVES AT WORK

GUIDE TO REFERENCE REQUESTS



Commission on Archives & History, West MI Conference

Albion College Special Collections

Archivist Jennie Thomas
Phone 517.629.0487 Fax 517.629.0504
E-mail archives@albion.edu

Web www.albion.edu/library/specialcollections/

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RESEARCH

It is the policy of Special Collections to provide reference assistance to the extent that we are able within the following guidelines:

- ❖ Researchers are welcome to visit Special Collections **by appointment** in order to perform their own research. Staff will provide assistance and retrieve necessary items from the collections free of charge.
- ❖ For those researchers unable to visit in person, staff can provide up to **30 minutes** of research and a report of findings free of charge.
- ❖ For more in-depth research, Special Collections will charge a fee of **\$20.00/hour** spent on the request beyond the initial free 30 minutes of research.

Please allow at least **10-12 weeks** for a response due to the volume of requests. Requests will be answered in the order in which they are received.

PHOTOCOPYING

Materials in poor condition are not available for photocopying.

- ❖ 8 ½" x 11" = \$0.25/page
- ❖ 11" x 14" = \$0.50/page
- ❖ Oversize = \$1.00/page

PHOTODUPLICATION

Not all original material can be photographed due to copyright restrictions. Prices vary depending on the size of the reproduction and quality of the original.

- ❖ Film reproduction, 8" x 10" = \$78.00
- ❖ High resolution scan on photographic paper, 8" x 10" = \$55.00

DIGITAL IMAGING

Default is to scan at 300 dpi unless otherwise requested. Not all original material is available for scanning due to condition and copyright restrictions. Depending on file size, images can be sent via E-mail.

- ❖ Up to 600 dpi = \$10.00

FEES

- ❖ Shipping & Handling = \$5.00
- ❖ Service Charge (in the case of digital files) = \$2.00

Please Note: Permission to publish all or part of materials in Special Collections must be requested in writing. Permission must also be obtained from the copyright holder(s).

HANDLING

We encourage the use of our research collections. All materials in Special Collections are historically valuable and, more often than not, unique so that they cannot be found elsewhere. All materials are maintained under security, in closed, environmentally-controlled stacks to aid in their preservation. We ask that everyone handling these materials acknowledge the following guidelines:

- ❖ Research is allowed in Special Collections by **scheduled appointment only**.
- ❖ Food, drink and gum are prohibited.
- ❖ Deposit all bags, briefcases, coats, parcels, umbrellas, etc. in the locked cabinet in the Reading Room.
- ❖ Materials do not circulate outside of Special Collections.
- ❖ Maintain archival and manuscript materials in the order in which they were received.
- ❖ Take notes in pencil; pens are not allowed.
- ❖ Theft or mutilation of materials will result in prosecution.
- ❖ Failure to return items in the condition in which they were lent will result in fines for repair, restoration, and/or replacement.