



Guidelines

Appointments: Thank you for your interest in Heritage Village's archives and library. In-house use of the collection by interested scholars, researchers, and members of the general public is welcomed. Access to the collections is only available to the public with an appointment. Since the availability of research assistants may vary, researchers are encouraged to make their appointment at least one week in advance. Appointments are generally available on Wednesday or Thursday during museum operating hours; appointments on Friday or Saturday may be available on a limited basis with advanced notice. No materials from the library or archives are available for loan at this time.

To schedule an appointment, please call **727.582.2128** and leave a detailed message with your name, contact information, and the nature of your research request. Please note that this line is only monitored Wednesday and Thursday, and staff will return your call during that timeframe.

Reading Room Rules: Because the items contained in the archives collection are both rare and fragile, researchers must take a few precautions in order to protect them from harm:

- No food or drink is allowed in the reading room, with the exception of water in a tightly-sealed container located away from all research materials.
- To prevent damage to the archives collection, yearbooks, or city directories, researchers must wash and thoroughly dry their hands before handling materials (they may use the sink in the public restrooms or the sink in the kitchen in the adjacent Pinellas Room) or wear gloves, available in the library. **Photographs may only be handled using gloves.** Though freshly washed hands are not required for general library books, please be aware of any substances (food, dirt, etc.) you might be inadvertently transferring onto the pages.
- Researchers are welcome to bring laptops or tablets into the reading room; public Wi-Fi is available. They are also welcome to bring paper on which to make notes; however, only pencils are allowed, **no pens**.
- Researchers are invited to bring wand-style personal scanners to capture images of library or archives materials so long as research assistants or County staff determine that doing so does not risk damaging the materials. Feed style and flat-bed style scanners are prohibited. Copies made using personal equipment may only be used for personal, non-profit use. Further, any such images are subject to the limitations denoted in the "Copyright law and other applicable restrictions" section of these Guidelines below. Under no circumstances may a researcher bring a camera into the reading room or attempt to photograph any materials therein.

- Any items (bags, folders, equipment, etc.) brought in by researchers are subject to inspection at any time during the research appointment.
- Do not alter library or archives materials in any way (pencil marks, “dog earring” corners, etc.). Do not take notes on paper placed on top of archival materials—doing so could leave impressions on the materials beneath. *Researchers must comply with any instructions from County staff or research assistants in regards to the handling of materials.*

Photocopies: Researchers may request photocopies of materials in the archives and library unless the research assistant or a staff member determines that doing so presents a risk to the materials. The per-copy rate is \$.10 for black and white.

Photograph reproductions: Researchers may request a copy of photographs for a fee. The fee schedule is as follows:

- Copy paper black and white reproductions are \$1 per image.
- Copy paper color reproductions are \$5 per image.
- Scanned images burned onto a CD/DVD are \$10 per image.
- All copies must be paid for in advance, by **check or money order** made payable to “Pinellas County Historical Society.” Cash and credit cards are not accepted. Please allow 2 to 3 weeks for completion of your order.

For-profit use of materials: Prior to any for-profit use, including but not limited to publication, of any photocopies or photograph reproductions provided by County staff or research assistants in accordance with the two sections immediately above, the requesting researcher must complete the Heritage Village Archives and Library Permission and Use Form. To reiterate, images captured using personal equipment may only be used for personal use; they may not be used under any circumstances for for-profit use.

Copyright law and other applicable restrictions: In requesting, copying, reproducing, publishing, or otherwise utilizing any materials from Heritage Village Archives & Library, the researcher is **solely responsible** for complying with copyright law and any legal licenses, permissions, or rights associated with said materials. Researchers are encouraged to request and review the *Copyright Basics* handout; however, staff and research assistants cannot provide legal guidance.

Donating items to the collection: Thank you for your interest in contributing to Heritage Village’s archives and library collections. Please ask the receptionist for a copy of the Potential Donor Form, or contact our Curator of Collections, who would be happy to get you started with the donation process. The Curator may be reached at: 727.582.2938.

Registration Form: Researchers must fill out and sign the Researcher Registration Form before being granted access to the archives and library (see attached). Please bring along to research appointment.

Researcher Registration Form

Name: _____

Address: _____

Phone: _____ Email: _____

Affiliation: _____

Summary of research interest: _____

Purpose of research:

<input type="checkbox"/> Education	<input type="checkbox"/> Publication
<input type="checkbox"/> Employment	<input type="checkbox"/> Personal
<input type="checkbox"/> Other:	

Acknowledgement: I acknowledge that I have read and understand Heritage Village Archives and Library Guidelines and shall comply with said Guidelines. I understand that any violations of these Guidelines may result in the loss of my privileges to use the Archives and Library. As stated in the Guidelines, I acknowledge that compliance with copyright law and any other legal licenses, permissions, or rights associated with any materials held in the Archives and Library is my sole responsibility.

Signature _____ Date _____

Optional: What directed you to the Heritage Village Archives and Library?

<input type="checkbox"/> Our website	<input type="checkbox"/> Another website; which?
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Referral from another institution; which?
<input type="checkbox"/> Other:	