

# **HISTORICAL RESEARCH and REPRODUCTION REQUEST POLICY**

## **Tecumseh Area Historical Society**

The Tecumseh Area Historical Society exists to preserve, promote, and educate the general public to the history of the Tecumseh area. TAHS recognizes the valuable resources within its museum and archival collections, and makes all viable attempts to display, discuss, and promote the information.

The reference room collections include: Tecumseh Herald dating back to the 1930's, city directories, club and local business records, high school yearbooks, public school documents, obituaries, local church information and photos.

Researchers and genealogists and others that wish to do their own research are welcome to use the readily available resources during normal museum operating hours. TAHS also recognizes there are people that wish to use these resources, but may need minor staff assistance to find and locate such information. Our museum docents are available during operating hours to help our visitors and guests.

However, recognizing that there are many who may not be able to visit the museum for such research because they live outside the area, or need more extensive searches by the TAHS staff, TAHS will address these requests for a fee.

Copies of any documents are in accordance to a fee schedule. A photocopier is available on site.

A minimum of three weeks must be allowed for our staff to respond to research requests due to the nature of our volunteer members.

### **Obituary Requests:**

- All obituary research requests must be prepaid.
- Obituary requests must be as specific as possible; full names, day/month/year of death, city of death or funeral home.
- Obituary requests that require a staff member to research outside of our Obit Archive may be denied due to time required to research through several newspapers.
- TAHS cannot guarantee that an obituary/death notice will be located.
- Fees include postage, photocopying and handling, but do not include oversized mailings, mailings outside the USA or special packaging costs, which are extra.

### **Local History Requests:**

- All local history requests will be considered on a case-by-case basis, dependent on the subject matter.
- There is a minimum 1 hour charge for all research requests and advance payment is required.
- Requests must be as specific as possible as topics may involve a large range of documents, such as documents involving railroads, businesses, land owners, etc.
- Include in your requests the name of the event or person, date and location of the event, if known. What specifically are you looking for us to find. As much information as possible will reduce man hours necessary to research and help us narrow our search.
- TAHS will research materials unique to our collections only.

- Research anticipated to take longer than the initial one hour must be approved by the requester prior to undertaking such research.
- Research results cannot be guaranteed.
- TAHS cannot guarantee that your topic will be covered within our reference library or collections.
- Mailing is free for letter-sized items. Oversized mailings, mailings outside the USA, or special packaging costs are extra.
- Copies of documents are in accordance to fee schedule, with the first four copies free.

### Copying and Reproduction:

- Materials at TAHS can be reproduced for you by photocopying or digital scanning by TAHS staff. Researchers wishing to use digital photography must consult with the archivist before taking photographs.
- Materials up to 8.5 by 11 inches can be scanned digitally in most formats.
- Materials can be copied up to 14 inches in length on a standard copy machine.
- Researchers are responsible for compliance with laws governing copyright and literary property rights. Neither the granting of access to materials nor the copying of materials convey or imply conveyance of the right to publish or use the materials in any way.

### No Warranties or Guarantees:

- TAHS does not warrant nor guarantee, either expressed or implied, concerning the accuracy or authenticity of information from current books, periodicals, magazines, or other source material, which is allegedly based on historical research; or the accuracy of information as published in original journals, magazines, catalogs, or other source material used to supply the requested information.
- Any person or entity requesting research services will hold harmless The Tecumseh Area Historical Society and Museum, staff, and volunteers from any legal claims or damages arising from or out of any information provided as a result of the Society's research services.

### Photograph Research or Reproduction:

- All requests for photograph research or reproduction must be approved by the Archivist or Museum Administrator. The Archivist or Museum Administrator reserve the right to refuse any requests for reproduction should doing so cause harm to the object or if the object has known access or copyright restrictions.
- No images or negatives or pictures are to be removed from the building. All reproduction will be in digital format (scanned). Exceptions, which may involve outsourcing the reproduction work, can be negotiated with the Archivist or Museum Administrator.
- Use of images from the TAHS archive must display the following credit line with each use: "Photo courtesy of The Tecumseh Area Historical Society museum archives."
- User fee entitles you to use the images ONE time only for personal use and enjoyment.
- Use of the image for purposes of publishing will require approval of the TAHS Board of Directors, with an additional fee to be determined based on number of copies to be published.
- Use of the image for purposes of display or exhibits will require approval of the TAHS Board of Directors. Appropriate credit for such a display or exhibit must also be exhibited.
- Photo images used on websites must have the credit line imbedded in the photo.

### Delivery of Research Materials:

- All copies of research materials requested shall be mailed unless other arrangements are requested.
- Payment is to be payable to “The Tecumseh Area Historical Society” and mailed to PO Box 26, Tecumseh, MI 49286 or payment may be made through our website at [www.historictecumseh.net](http://www.historictecumseh.net) using the PAYPAL secure network.
- Delivery of materials via electronic mail will result in scanning fees.

### RATES:

Obituary – 1 person	\$ 3.50 (includes postage, photocopying and handling) \$ 3.00 (in house pull and photocopy)
Research Request – 1 hour	\$15.00
Additional Research Hours at	\$10.00 per hour
Duplicating/photocopy-	\$ 0.25 per page, standard paper, black and white \$ 0.50 per page, standard paper, color
Digital scan	\$ 2.00 for scan to email \$ 5.00 for scan to CD
Photo scan and print	\$10.00 per image to photo quality paper
Photo scan	\$ 5.00 per photo

This HISTORICAL RESEARCH and REPRODUCTION REQUEST POLICY was adopted at a regularly scheduled Board of Directors meeting of The Tecumseh Area Historical Society on February 12, 2015.

Jay Russell, Secretary