

## Westchester Township History Museum

### Archives Patron Use Policy

The Westchester Township History Museum houses the Les and Mary Pratt Local History Archives, the Chesterton Tribune Photo Archives, the Prairie Club Archives, and the William and Flora Richardson Collection.

These archives are organized and accessible to the public. Patrons who wish to access the archived materials must abide by the following rules:

1. Patrons wishing access to the Richardson or Prairie Club Archives must make an appointment with the Curator.
2. Patrons wishing access to the Local History Archives or Photo Archives may visit any time Wednesday-Friday from 1-5 p.m. or make an appointment with a staff member.
3. Patrons must fill out a Patron Use Form.
4. Patrons must provide staff with photo identification for photocopying prior to access.
5. Patrons must ask staff for the materials they wish to see; only staff members are allowed to pull documents, folders, photos, maps, or other materials from the archives.
6. No archived materials may be removed from the Museum.
7. Patrons may be asked to submit for inspection any briefcase, parcel, book, notebook, or other personal property before leaving.
8. Patrons must wash their hands before handling any archived materials.
9. No gum, food or beverages are allowed while working with the archives.
10. Patrons may not fold, write on or otherwise damage the archived items.
11. When using the archives, patrons must turn pages carefully and preserve the existing order and arrangement of the materials.
12. No pens are allowed; only pencils may be used for note-taking.
13. Photocopying/Photographing/Scanning:
  - a. Make a list of items you wish to be copied or scanned and give it to a staff member.
  - b. Copies and scans cost \$0.10 per copy/scan.
  - c. Copying or scanning may be prohibited due to donor restrictions, copyright law, fragility of an item, or other reasons.
  - d. Photographs of large items may be taken by staff only upon request. The photograph will be emailed to the patron.
14. In giving permission to copy, scan, quote from, or publish in manuscripts from its collections, the Museum does *not* surrender its own right either to print or otherwise reproduce the manuscript or to grant permission to others to print or reproduce the manuscript. Patrons must assume responsibility for the use of the material, including the infringement of copyright or other ownership rights. The patron agrees that where such material is protected by the provisions of federal copyright law, he/she shall respect these rights and will obtain permission from the copyright owner before making any public disclosure of the contents. The patron agrees further to indemnify the Westchester Public Library against any damages incurred through misuse of material protected by federal copyright law.
15. Any materials used in a published manuscript or website must be attributed to the archive and Museum (i.e. \_\_\_\_\_ Archives, Westchester Township History Museum, Chesterton, IN).

