

WASHINGTON COUNTY, TENNESSEE

DEPARTMENT OF RECORDS MANAGEMENT AND ARCHIVES

RULES FOR RESEARCHERS

- A completed and signed researcher registration form is required prior to conducting research in the archive. Photographic identification is required.
- Research may only be conducted during the Reading Room's posted public hours.
- Research notes, notebooks, and computer lap tops are permitted at research tables. Other items such as brief cases, coats, umbrellas, etc., should be stored in archive lockers or not be brought into the archive.
- Food, drink, and tobacco product use is not permitted in the Reading Room.
- Service animals are permitted to accompany a researcher when necessary.
- Cell phone use is not permitted in the Reading Room. Devices should be turned off or muted.
- Be courteous to other researchers. Avoid loud conversation and distractive noises while in the Reading Room.
- To obtain research materials, please complete and submit a "Retrieval Request" form to archive staff at the reference desk. These forms are found on research tables.
- In examining archive material, use only a pencil to take notes. Ink pens and markers should not be used. Depending on the condition of the material, you may be given cotton gloves to wear while handling material. Please keep the material in the order in which you find it. When you finish examining the material, please return it to the reference desk.
- Photocopying of material is done by archive staff. Patron duplication or scanning equipment is not permitted. A "Request for Duplication of Materials" form to request staff copying of research material may be obtained at the reference desk. Please complete and submit the form to archive staff. A request for extensive copying may require the material to either be mailed to the patron or picked up at the archive at a later time.
- With staff permission, patrons may use a digital camera to copy documents when proper handling procedures are observed. Permission may be denied depending on the condition and format of the document.
- Copies made from archive holdings are for a researcher's private, personal educational use only.
- It may be necessary to deny duplication because of the physical condition of materials, the staff time required, special donor restrictions, or copyright law.
- No more than 10% of a published book (exclusive of index) or one article per book, if the book is a compilation, will be copied.

Adopted by the Washington County Public Records Commission on September 3, 2015.

ACCESS AND DUPLICATION POLICIES

Research Access Policies.

There is no fee for researchers to examine materials in the archive Reading Room. For email, mail, or phone inquiries, staff will conduct up to one hour of research time at no charge. Referral may be made for additional research required. If any copies are mailed, there will be (in addition to the photocopy duplication cost) a postage and handling charge to cover the cost of mailing material. The minimum charge is \$3; more if a large order. Payment is required prior to duplicating and mailing copies.

Copying of Materials Policies.

- If a patron finds something they want copied, they should complete a “Duplication Request” form (copies are kept at the desk) and present this along with the material to be copied to the reference staff. [This form is permitted by Tennessee Code Annotated 10-7-503(7) (A).] Follow the guidelines given on the duplication request form. Copies are made in as timely a manner as possible. Costs of copies are listed at the reference desk and on the “Access Services and Fee” schedule and the “Request for Duplication of Material” form.
- For copyrighted materials, the archive may furnish a reproduction if it is not to be "used for any purpose other than private study, scholarship or research" and does not violate the “fair use” provisions of the United States copyright code. Copies are made with the understanding that material duplicated is for the patron's personal educational, not-for-profit research and will not be duplicated by the patron or others, nor used elsewhere by the patron or others without the expressed written consent of the department head and of any copyright holder(s).
- With staff permission, patrons may use a digital camera to copy documents when proper handling procedures are observed. Permission may be denied depending on the condition and format of the document.
- It may be necessary to deny duplication because of the physical condition of materials, the staff time required, special donor restrictions, or copyright law.

ACCESS SERVICES AND FEES

Tennessee Code Annotated 10-7-409 permits the county records commission “to establish charges for and to collect such charges for making and furnishing or enlarging copies of records.” Tennessee Code Annotated 10-7-502 (C) (i) permits the collection of “reasonable costs incurred in producing the requested material.” The following is the department fee schedule approved by the Washington County Public Records Commission on September 3, 2015.

I. RESEARCH USE OF COLLECTIONS:

There is no fee for patrons to examine materials in the archive reading room.

II. RESEARCH BY STAFF (for email, mail or phone inquiries):

No charge for 1 hour of research time. Beyond this, the patron may be provided with a list of researchers for hire to contact if they cannot visit the archive to conduct the research themselves. If any copies are mailed, there will be (in addition to the photocopy duplication cost) a postage and handling charge to cover the cost of mailing material. The minimum charge is \$3; more if a large order. Payment is required prior to duplicating and mailing copies.

III. DUPLICATION SERVICES:

Note: For departmental policy on photoduplication, see the “Duplication Request” form. It may be necessary to deny duplication because of the physical condition of materials, the staff time required, special donor restrictions, or copyright law.

- A. **1. Photocopies:** 25 cents per copy (letter or legal size sheets); 25 cents per copy (ledger size sheets). Copies are made by staff upon completion by the researcher of a “Request for Duplication of Materials” form submitted at the Reading Room reference desk.
- 2. **Deed copies:** 25 cents per copy.
- 3. **Certification fee:** There is a \$5 fee per document to provide certification of a copy of a county record if needed. The archive cannot certify an electronic copy (scan) of a document.
- B. **Scans:** Digital scans (JPEG files) can be made of documents and emailed to patrons that are unable to visit the archives. The cost is \$10 per labor hour with a minimum charge of \$10. If larger image files (TIFF files) are required, a CD may be provided to patrons instead. A \$5 charge is added for the cost of the CD and for mailing.
- C. **Credit lines:** The following credit line should be used in the publication of scanned photographs from the archive: Courtesy Washington County Archive, Jonesborough, Tennessee.