

## 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.
- 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, except for a digital camera (no flash).
- 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 \$5; more if a large order. Payment is required prior to duplicating and mailing copies.

### Copying of Materials Policies.

- 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 one hour of research time. Two hours or more will be charged to the patron at \$10 per hour. 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 \$5; 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); 50 cents per copy (ledger size sheets). The cost is \$10 per labor hour with a minimum charge of \$10.
- 2. 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.
- 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.