

McHenry County Historical Society and Museum

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Research Guidelines: [This is a multi-page document. Please read all pages, then complete and sign page six. We will provide a copy for you on request.](#)

The McHenry County Historical Society Research Library acquires, catalogs, and preserves print, audio, and visual materials related to the history of McHenry County and its people. These materials may be available to the public for research, study, and promotional purposes.

The library's collection includes a wide range of information on McHenry County history, including subject files, photographs, maps, obituaries, surname index, biography files, local history books, scrapbooks, diaries, tax records, patentee books, plat maps, yearbooks, business records, club records, local advertising, newspaper clippings, articles, telephone directories, and much more.

General Research Library Usage and Special Restrictions:

- [Appointments are necessary to use the Research Library.](#)
- Appointments are available Tuesday through Friday, 9:00 a.m. to 3:30 p.m., except for observed holidays.
- Guided Access: Certified volunteer researchers or staff must assist researchers when locating materials and will refile those materials.
- Materials may be photocopied if copyright provisions allow and if copying can be done without damage to the materials.
- All photocopying will be done by volunteer researchers or staff.
- Photocopy/scan charges are assessed according to the number of copies, size, and color.
- Patron use of personal cameras or scanning equipment is allowed for a fee. **NO FLASH ALLOWED.**

MCCHS Copyright Policy:

The McHenry County Historical Society makes its materials widely accessible while ensuring proper collection conservation and adherence to US copyright law (Title 17, U.S. Code) and other possible restrictions. You, the user, are responsible for determining ownership of text or images and obtaining permission from rightful owners before usage.

Fair Use

Fair use of copyrighted material includes using protected materials for noncommercial educational purposes, such as teaching, research, criticism, commentary, and news reporting. Users must cite the author and the source as they

would material from any printed work. By obtaining copies of materials from the McHenry County Historical Society collection, patrons agree they will limit their use within the law and will not violate anyone's proprietary rights.

Commercial Use

Unauthorized commercial publication or use of the McHenry County Historical Society's files is prohibited. Patrons wishing to use our printed materials, files, or images for commercial use, publication, or any purpose other than fair use as defined by law must request and receive prior written permission. Permission for such use is granted on a case-by-case basis at the sole discretion of the McHenry County Historical Society. A usage fee may be involved, depending on the type and nature of the proposed use. Contact us in advance with details regarding your project or specific use.

Special Restrictions

The Society reserves the right to refuse any request and to impose such conditions as it deems advisable in the best interests of the Society and its collections. We reserve the right to limit the number of photographic copies or to restrict the use or reproduction of our collection materials. An additional charge may be imposed on copying requests deemed excessive or burdensome and will be assessed according to the estimated staff time required to complete the copy request.

Research Requests:

[Please fill out the Research Request Form on our website.](#)

Research requests must be sent via our website or postal mail. A downloadable form is available for those who prefer to send requests by mail. You should include contact information, including phone number(s) and email address, and where you have already searched for information. Genealogical requests should include family names, birth & death dates, homestead locations, and other relevant information.

If more information is needed, the staff or volunteer researcher assigned to your request will contact you. Considering our limited staff, it may take three weeks or more for our volunteer researchers and staff to fulfill your request. Upon completion, a report will be sent regarding any information located.

Research Fees:

MCHS members and McHenry County K-12 students: Research services are FREE; however, photocopying, scanning, and usage fees still apply.

Non-Members: A \$30 fee is charged to nonmembers for research requests. This fee must be paid prior to the start of any research. This fee pays for the time our staff and volunteer researchers spend on your request. A report detailing the resources search and the results is provided. Photocopies/scans of supporting documents and usage fees are not included in the \$30.

Photocopies, Scans, Photographs, and Camera:

Copies and images are **NOT** for reproduction; they are only for study or research. Please review the Special Restrictions section of our MCHS Copyright Policy above for more information.
 Prices are

Photocopies/Scans		Photocopies/Scans	
Black & White		Color	
8.5 x 11	\$1.00 each	8.5 x 11	\$2.00 each
11 x 17	\$2.00 each	11 x 17	\$3.00 each
Photograph Prints (Members)		Photograph Prints (Nonmembers)	
\$10 per image		\$15 per image	
Camera (Member)		Camera (Nonmember)	
\$5 per one-hour appointment		\$10 per one-hour appointment	

Usage Fees:

The McHenry County Historical Society charges a one-time usage fee to use images and materials from its collection. The funds we collect cover the Society’s costs for duplicating the images, the long-term care of the original historical materials, and the operation and promotion of the Society. All fees are in U.S. dollars.

- The images in our collection and rights to their use remain the property of the McHenry County Historical Society. Images may not be used, loaned, or transferred to anyone without the Society's permission. Possession of an image from the Society does not constitute permission to use it.
- Permission is granted for one-time use only, and a fee is charged for each item. Written permission and licensing fees are required for each additional use.
- Reproductions obtained from the Society may not be deposited in another repository.
- Negatives (film or glass plate) are not available for purchase. Digital copies are available.
- **Required Photo Credit:** Images used **MUST** include this credit line: “Courtesy of the McHenry County Historical Society,” **AND** when an image is from our Peasley collection, add "from the Don Peasley Photo Collection" to the credit line.

Common usage types and fees are listed below. “Use” includes each image instance appearing in any of the following:

- Print publications, such as a book, brochures, articles, or flyer
- Electronic publications, such as web pages, blogs, e-books, and social media

- Print or electronic advertising
- Video, films, television
- Exhibition, presentation, or projection

Use Categories, Details, and Costs

Personal	Educational Classroom Lesson or Assignment	Personal Publication	Nonprofit	Commercial
300 dpi	300 dpi	600 dpi	600 dpi	600 dpi
<p>Reference, research, or private display only</p> <p>This category includes use or display in a private home or private office.</p> <p>For publication, exhibition, or other public or commercial use, please select a different use category (at right).</p>	<p>A classroom teacher and/or students within the scope of an educational program.</p> <p>Please contact the Society with a description of the usage.</p>	<p>Preparation by an individual of a family history or similar project, created for limited publication:</p> <p>-printing of 25 or fewer paper copies -online display on a personal or family-related web page</p>	<p>Publication, display, or broadcast by a nonprofit organization</p> <p>Any profit must be paid directly to that organization, not to an individual or corporation.</p> <p>Proof of status must be provided if requested by the Society.</p>	<p>Publication, display, or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation that sells goods or services. It also includes displays in sales or reception areas and other offices or businesses' public areas.</p>
<p>MCHS member \$5</p> <p>Non-Member \$8</p>	<p>Generally, there is no usage fee – see above</p>	<p>MCHS member \$20</p> <p>Non-Member \$35</p>	<p>MCHS member \$15</p> <p>Non-Member \$25</p>	<p>MCHS member \$40</p> <p>Non-Member \$70</p>

Oversize Reproductions:

The Research Library holds many items larger than the ledger size, such as maps, which are too large to reproduce in-house. Staff may arrange a reproduction. Special price quotes will be made case-by-case.

Required - Research library Usage Log and Agreement:

Research requires staff supervision. Completing this form aids the staff in prioritizing conservation and usage needs for our Research library. [We thank you for your interest in our collections.](#) [Please ask us for help if needed.](#) [Your suggestions are welcome.](#)

Question:

Materials Used (Please detail what you use from each category below. Include Title, Location, and Surname details).

Stacks:
Subject Files:
Biography Files:
School Files
Community Files:
Obituary Files:
Atlases/Maps:
Digital Scrapbooks:
Digital Newspapers:
Peasley Files:
Postcard Files:

I have read and accepted the conditions outlined on all MCHS Research Library Guidelines pages.

Signed: _____

Date:	Name(print):
Organization:	
Address:	
Email:	Phone: