

# McHenry County Historical Society and Museum

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## Research Library Guidelines

**Important note: This is a multi-page document. Please read all pages, then complete and sign page four. We will provide a copy for you on request.**

The purpose of the McHenry County Historical Society Research Library is the acquisition, cataloging and preservation of printed and visual materials related to the history of McHenry County and its people. When consistent with the mission of the Society, these materials may be available to the public for research, study, and promotional purposes.

Our library collection includes an extensive array of information pertaining to McHenry County history including, but not limited to, subject files, photographs, maps, obituaries, surname biography files, local history books, scrapbooks, diaries, tax records, patentee books, plat maps, yearbooks, business records, club records, local advertising, newspaper clippings and articles, telephone directories, and much more.

### General Library Usage and Special Restrictions:

- The library hours are Monday through Friday, 9:00 a.m. to 4:30 p.m. except for observed holidays.
- Appointments are necessary in order to use the Research Library.
- **Guided Access:** 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 charges are assessed according to paper size, material used, number of copies, and whether color or black & white.
- Reproductions by patrons using their own camera or scanning equipment are not allowed.

### MCCHS Copyright Policy

The McHenry County Historical Society makes its materials as widely available as possible, while also providing for the proper conservation of its collections. All copying must comply with the copyright law of the United States (Title 17, U.S. Code), which governs reproductions of copyrighted material. In some cases, other restrictions may apply. It is wise to determine ownership of text or images and obtain permission from rightful owners before use. You accept this responsibility. Here are additional considerations:

#### Fair Use

Fair use of copyrighted material includes the use of protected materials for noncommercial educational purposes, such as teaching, research, criticism, commentary, and news reporting. Users must cite both the author and the source as they would material from any printed work; by obtaining copies of materials from the collection of the McHenry County Historical Society, patrons agree they will limit their use within the law, and will not violate anyone's proprietary rights.

#### Commercial Use

Unauthorized commercial publication or other use of the McHenry County Historical Society's files is specifically prohibited. Patrons wishing to use any of 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 to be excessive or burdensome and will be assessed according to estimated staff time required to complete the copy request.

## Research Requests

A request for research must be made by email or postal mail. Please include contact information, including phone number(s) and email address if possible, and where you have already looked for information, if applicable. For genealogical requests, please include: family names, birth & death dates, homestead location, and other potentially helpful information. For service, if at all possible email that information to [info@mchenrycountyhistory.org](mailto:info@mchenrycountyhistory.org) using the subject line "Library Research Request". The staff or volunteer researcher assigned to your request will contact you if more information is required. When the research project is complete, you will be contacted and payment must be received before the materials will be sent. Our staff is limited, so fulfillment of your request may take our volunteer researchers and staff two weeks or more.

## Research Fees

**Note: For MCHS members and McHenry County K-12 students, research services are FREE. (Photocopy and scanning fees still apply)**

For non-members, this table details our research fee structure:

When you visit the MCHS Library for research	When MCHS staff or volunteers perform research
<p>Individuals and those from nonprofit organizations gain <b>Guided Access</b> (described above) to our library at \$10 per hour.</p> <p>Note: If you represent a for-profit commercial organization, the rate is \$20 per hour</p>	<p>A \$30 fee is charged, resulting in:</p> <ul style="list-style-type: none"> <li>• A report detailing resources searched, with results</li> </ul> <p>Note: Supporting photocopies may be provided.</p>

## Photocopies

Photocopies are not to be used for reproduction, only for study or research. Please review the **Special Restrictions** section within our **MCHS Copyright Policy** above for more information. Photocopy prices are as follows:

<u>Black and White</u>		<u>Color</u>	
8.5 x 11	25¢ each	8.5 x 11	\$1.50 each
8.5 x 14	40¢ each	8.5 x 14	\$2.00 each
11 x 17	50¢ each	11 x 17	\$3.00 each

## Digital Image Products

The McHenry County Historical Society charges a fee to use images 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 for 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 permission of the Society. 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 use fees are required for each additional use.
- Reproductions obtained from the Society may not be deposited into 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 are listed below along with fees. “Use” includes each image instance appearing in any of the following:

- Print publications, such as a book, brochure, article or flyer
- Electronic publications, such as web pages, blogs, e-books, social media
- Print or electronic advertising
- Video, films, television
- Exhibition, presentation or projection

### Image Use Categories, Details and Costs

Personal	Educational Classroom Lesson or Assignment	Personal Publication	Nonprofit	Commercial
300 dpi	300 dpi	600dpi	600 dpi	Up to 2400 dpi
Reference, research or private display only  This category includes use or display in a private home or private office  <i>For publication, exhibition, or other public or commercial use, please select a different use category (at right)</i>	Classroom teacher and/or students within the scope of an educational project only  Please contact the Society with a description of usage	Preparation by an individual of a family history or similar project, created for limited publication:  -printing of 25 or fewer paper copies -online display on a personal or family-related web page	Publication, display, or broadcast by a nonprofit organization  Any profit must go directly to that organization and not to an individual or corporation  Proof of status must be provided if requested by the Society	Publication, display, or broadcast in a commercial environment, for profit. This includes commercial websites representing a person or corporation who sells goods or services. It also includes display in sales or reception areas and other public areas of offices or businesses
MCHS member \$6 per image  Non-Member \$10 per image	(generally no usage fee – see above)	MCHS member \$15 per image  Non-Member \$30 per image	MCHS member \$10 per image  Non-Member \$15 per image	MCHS member \$20 per image  Non-Member \$40 per image

### Oversize Reproductions

The Research Library holds many items larger than ledger size, such as maps, that are too large to reproduce in-house. Special arrangements may be made by staff to have those reproduced. Special price quotes will be made on a case-by-case basis.

## Required - Library Usage Log and Agreement

Completion of this form is required to help prioritize conservation and usage needs for our Research Library. *We thank you for your interest in our collections. Please ask us to help if needed. Your suggestions are welcomed.*

Purpose of research
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**Materials Used** (Please detail what you're using from each category below. Include Title, Location and Surname details)

Biography Files
Atlases/Maps
Obituary Files
Scrapbooks
Photo Files
Postcard Files
School Files
Community Files
Vertical Files
Stacks

I have read and accept the conditions outlined in all pages of the MCHS Research Library Guidelines.

Signed \_\_\_\_\_

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