

ACCESS AND USE POLICIES

Peacham Historical Association (PHA) collects material relating to the history of the town of Peacham, Vermont, and the history of Vermont as it helps explain the town of Peacham. Material collected is preserved, protected, so that future generations as well as the present generation might benefit, and made available for research and educational purposes

A. Public access

The collections of the PHA are open to researchers by appointment. Due to limited staff, appointments should be made well in advance.

The public wishing access to stored collections objects will be allowed such access only after approval by the Curator. The user will be allowed to examine the object(s) in question only at the small table in the Research Office. Users must be monitored *at all times* by the Curator, who will also determine if the user may handle the object or records independently

PHA reserves the right to deny access to anyone behaving in an unruly, suspicious, or menacing manner or whose actions threaten the safety of the collections objects on display or in storage.

B. Photographic policy

PHA complies with the U.S. Copyright Law in its photographic services and activities.

Limited photocopying is available. Fragile materials and complete collections will not be copied. Cost for photocopying is \$1.00 a page. In addition there is a \$5.00 handling charge.

In order to preserve photographs, electrostatic photocopying is not permitted. However, PHA will provide a digitized scan of a photograph at the cost of \$10.00 each. No images may be duplicated without permission of PHA; nor can they be donated to other historical collections.

Researchers may photograph PHA artifacts under the supervision of PHA staff, using natural light. Researchers photographing material are charged \$25.00 per hour, with a minimum charge of \$25.00.

A use fee is charged for PHA images reproduced in publication or exhibition. The use fee is \$25.00 per print but can be reduced to \$15 per print for non-profit organizations or increased to \$100 per print for commercial application. Payment of this fee grants one-

time use only; subsequent uses must be requested and use fees paid.

PHA can claim physical ownership only of its materials. PHA has not determined the identity of possible claimants of copyright. Responsibility for identifying and satisfying any such claimant must be assumed by researchers wishing to publish or exhibit materials.

The following credit line should be used: *Courtesy of the Peacham Historical Association*. Checks for fees should be made out to the Peacham Historical Association, P.O. Box 101, Peacham, VT 05862. These fees are used for the preservation of the collection.

C. Research services

PHA regularly receives research-related inquiries into PHA's collections and archives. The Curator will make every effort to accommodate these inquiries and to conduct the necessary research. However, PHA reserves the right to refuse research-related inquiries that require substantial resources and/or staff time. The following fee structure will apply depending on the amount of time required: PHA will charge \$25 for reference requests requiring less than one hour of research time and \$25 per hour for inquiries that require more than one hour of staff time. PHA members receive one free hour of research assistance.