

**Stewart Bell Jr. Archives Room**  
**Handley Regional Library**  
**Winchester-Frederick County Historical Society**  
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## **ABOUT REPRODUCTION SERVICES**

The Stewart Bell Jr. Archives provides reproductions of materials from its collections as a service to researchers. Requests are fulfilled to the extent allowed by the format and physical condition of the material, as well as any applicable restrictions, including copyright regulations, privacy rights, donor-imposed regulations, or other constraints.

Please review the information below to learn more about reproduction services, conditions of use, and how to request photocopies or digital images. Contact the Archives with questions.

### **Reproduction Fees**

Fees are charged for all reproduction requests and pre-payment is required on all orders. These fees help to defray the cost of processing, cataloging, and preserving items in our collections. Fees are subject to change without notice.

### **Copyright and Use**

The Copyright Law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material. Please note that copyright pertains to both published and unpublished materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

While the Stewart Bell Jr. Archives owns most of the materials in its collections, we do not always hold the copyright to these materials, except where it has been explicitly transferred to the Archives. The researcher is responsible for obtaining all required permissions from copyright holders, and other rights holders, before publishing, distributing, or in any other way using a protected item beyond that allowed by fair use. The Stewart Bell Jr. Archives will try to assist researchers with information about holders of copyright, but it cannot conduct copyright research. The researcher is also responsible for ensuring compliance with state laws concerning privacy and publicity rights.

Reproductions in any format may not be further reproduced, sold, shared, distributed, displayed, published, or given to another person, company, or institution for any purpose in excess of fair use, as defined by copyright law, without the express permission of the copyright holder. Reproductions obtained from the Stewart Bell Jr. Archives may not be deposited in another library, archives, or repository.

The Stewart Bell Jr. Archives reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of the copyright law or based on the condition of the item or on issues regarding ownership or donor-instituted restrictions.

### Reading Room Reproduction Policies

Researchers may make photocopies or take images of pages from books and journals found in the stacks of the Reading Room. Images may also be downloaded to a flash drive from the Past Perfect database. A photocopier is available for the use of researchers. Patrons may also use smart phones and/or digital cameras to take images. Flash photography and external lighting devices are not allowed. Handheld or portable scanners are not permitted.

Please speak with a member of staff before making copies or taking digital images of materials from collections or rare books. Staff may refuse requests to copy or photograph materials from collections or rare books due to the conditions of original material, copyright or other restrictions.

Once the researcher has permission to make reproductions of materials from collections or rare books, the following rules should be observed. When taking images of materials from collections or rare books, items must remain on the table on which they are served. Tripods are allowed as long as the legs are not touching the item being photographed. Flash photography and external lighting devices are not allowed.

### Fee Schedule for Self-Service Reproductions (in Reading Room)

Reproduction type	Fee
Self-service printing, per page:	\$0.15
Paper copies (letter or legal, black & white), per page:	\$0.15
Paper copies (ledger, black & white), per page:	\$0.25
Paper copies, color, per page:	\$0.25
Images downloaded to a flash drive from Past Perfect database, per image:	\$2.00

### Requesting Photocopies or Digital Reproductions (Remote)

The Archives accepts requests to make duplicates of published and unpublished written materials from published works and manuscript items in its collections. Reproductions may be requested as paper photocopies or digital scans. Due to the volume of requests and staff constraints, we may limit the number of pages that can be copied. We are unable to copy entire published works, entire manuscript collections, restricted materials, or fragile/sensitive materials.

To request copies, fill out the REPRODUCTION REQUEST FORM.

### Fee Schedule for Paper Copies (limit 50 copies)

Reproduction type	Fee
Paper copies up to ledger size (black & white) from printed books, articles, and manuscripts, per page:	\$0.50
Paper copies from microfilm, per page:	\$2.00
Copies of oversize items are dependent on cost of outside copy services. Please consult Archives staff for more information.	Variable

### Fee Schedule for Digital Reproductions

<b>Reproduction type</b>	<b>Fee</b>
Scanned documents (up to ledger size) delivered as a PDF (JPEG or TIFF available upon request), per page:	\$2:00
Scan from microfilm, per page:	\$2.00
Scans of oversize items are dependent on cost of outside copy services. Please consult Archives staff for more information.	Variable

### **Requesting Copies of Photographs and Images**

Many of the photographs and images held by the Stewart Bell Jr. Archives can be browsed through our PastPerfect Photograph and Image Database. The database continues to be updated with new images but it is not a comprehensive catalog of our holdings. Please contact us if you need help locating a particular photograph or image, or require a size, resolution, or format other than that listed below.

To request photographs or images, please fill out the PHOTOGRAPH & IMAGE REPRODUCTION FORM.

### **Fee Schedule for Reproductions of Photographs and Images**

<b>Reproduction type</b>	<b>Fee</b>
Scanned image (300 dpi) delivered as a JPEG file, per image:	\$5.00
Scanned image at higher resolution, enlarged, or otherwise enhanced and requiring rescan (contact Archives for assistance), per image:	\$15.00
Color print on photographic paper, per 4" x 6" print:	\$5.00 (plus \$3.00 shipping & handling per order)
Color print on photographic paper, per 5" x 7" print:	\$8.00 (plus \$3.00 shipping & handling per order)
Color print on photographic paper, per 8" x 10" print:	\$12.00 (plus \$3.00 shipping & handling per order)

### **Delivery of Materials**

Delivery is included with all photograph and image orders except for color prints on photographic paper. These incur a \$3.00 shipping and handling fee per order if not picked up from the Archives. Scans can be saved to a flash drive (\$8.00 per flash drive) and mailed. Scanned images and documents may be delivered electronically. Please allow 4-6 weeks for delivery of materials.

### **Oversize Materials**

Reproductions of oversize materials cannot be done in-house. Archives staff will work with researchers to identify an outside vendor who will undertake scanning.

### **Reproduction of Materials on Short-Term Loan**

The Archives undertakes copying or scanning of images or manuscript materials that are placed on short-term loan under the following conditions:

- 1.) Items fit with the criteria specified in the Collection Development policy
- 2.) The Archives determines that the owner of the items holds copyright.

3.) The owner of the items gives permission for the Archives to add the reproduction(s) to its collections for research purposes.

The Archives may solicit materials for reproduction in order to develop a collection. In such cases, the owner of the materials agrees to place them on short-term loan with the Archives while reproductions are made. The owner of the materials must also sign a gift form allowing the materials to be added to the collections and transferring copyright to the Archives. Following reproduction, Archives staff will return the originals to the owner. If requested, Archives staff will provide the owner of the materials with complimentary copies of the items.

The Archives may also receive requests for scans or other reproductions from the public. All reproduction requests from members of the public should be referred to the Archives Librarian who will then determine if they meet the conditions listed above. If the Archives Librarian approves the request, the procedure for completing the request is the same as above.

The Archives does not offer copying or scanning as a routine service to the public. Members of the public who have items outside the scope of the conditions listed above will be referred to a professional photographer or reproduction service.

## **REFERENCE SERVICES**

Stewart Bell Jr. Archives staff will provide research support to researchers visiting the Archives in person.

### **Genealogical or Historical Research (remote)**

The Stewart Bell Jr. Archives can provide 15 minutes of free research for patrons who are unable to visit in person (includes queries received via phone, email, mail, or in-person if request left for staff research). For more complex, in-depth inquiries, researchers may pay for a staff member to conduct up to 2 hours of research on their behalf. The fee for a research request is \$20.00 per hour and includes a delivery fee and up to 20 pages of copies of supporting documents. (Additional copies will be billed at the standard rate for reproductions.)

Please be aware that we are only able to search materials held in the Stewart Bell Jr. Archives and that research may not be successful. Fees are not refundable. Requests for research services should be submitted to the Archives via the Research Request Form. Archives staff will review your request and provide you with an invoice. Work will not begin until payment is received. Allow 4-6 weeks for research to be completed. Research findings and copies of supporting documents will be delivered by mail.

### **Obituary Searches (Remote)**

The Archives can undertake obituary searches of local newspapers for a fee of \$5.00 per name searched. The fee includes delivery and is non-refundable. To request an obituary search, please fill out the obituary search request form. Work will not begin until payment is received. The name of the deceased and date of death must be included. Allow 4-6 weeks for delivery of the obituary.

## PERMISSION TO PUBLISH

Researchers must secure written permission from the Chair of the Joint Archives Committee to publish, reprint, or reproduce material from the Stewart Bell Jr. Archives for use in publications, theses, dissertations, websites, blogs, social media, school papers, presentations, exhibits and displays, film, decoration in public spaces, and other uses.

The Stewart Bell Jr. Archives cannot grant permission to publish for any materials in which it does not hold copyright.

To request permission to publish please use the PERMISSION TO PUBLISH FORM

Requests to copy and publish materials from the Stewart Bell Jr. Archives, where the Archives is the clear copyright owner, constitute an agreement that permission is granted for one-time use only as specified, in writing, at the time of the request.

The Stewart Bell Jr. Archives in no way waives its right to future use of any images or the right to grant others permission to use them.

There is no charge for permission to publish requests. In lieu of payment, the Stewart Bell Jr. Archives requests one complimentary copy of any written work using materials from its collections.

### Credit line

The Stewart Bell Jr. Archives must receive credit for use of materials in its collections. The guidelines below can assist in proper attribution. Please contact the Archives with questions about these guidelines.

Citations should follow the following format:

#### *Citation of Manuscript Materials*

[Identification of item, date]; [Collection name]; Stewart Bell Jr. Archives, Handley Regional Library, Winchester, Va.

E.g.: James Wood, Bill for sundries, July 15, 1745, James Wood Family Papers, Stewart Bell Jr. Archives, Handley Regional Library, Winchester, Va.

#### *Photographs and Images*

Courtesy Stewart Bell Jr. Archives, Handley Regional Library, Winchester, Va. photo no. [accession number]

E.g.: Courtesy Stewart Bell Jr. Archives, Handley Regional Library, Winchester, Va. photo no. 69-1346b

The credit line must be printed below or adjacent to the image or photograph in printed works, presentations, exhibitions, displays, and websites. Films, broadcast, or video productions should include the credit within the "Sources for Illustrations" or "Credits" section of the production.