



Steel Plant Museum of Western New York Research Requests Policy

The Steel Plant Museum of Western New York welcomes researchers interested in using our collection of archival documents, photos, blueprints, and artifacts to further their knowledge. That being said, due to the sensitive nature of some of our collection, any research must be done either with one of our staff members/volunteers or by one of our staff members/volunteers.

Standard archival practices are followed when one is around any part of our collection. Researchers are required to comply with these policies designed to protect our materials for future generations. Researchers are advised to call ahead to discuss their research needs and ensure the availability of both items and staff to assist them.

1. Food and drink are not allowed on the same table as archival material, photos, collection material, etc.
2. All researchers must sign this document and fill out the attached form
3. Only pencils may be used for writing; note paper can be provided if necessary
4. Briefcases, bags, coats, cameras, portfolios, etc. must be left either in the office of staff, behind the front desk of the museum, or at the entry of the library area
5. Research hours are 11am until 4pm to allow for time to process and put away materials used.
6. Gloves are required to handle photographic prints and negatives. Staff members will demonstrate the proper technique for handling fragile materials
7. Staff may photocopy needed items, with permission from the curator and if the condition of the item allows, for 25 cents per page. **Users please note that copyright law of the United States (Title 17 Us Code) governs the making of photocopies or other reproduction of copyrighted material.** Large numbers of copies may require the user to come back at a later date to pick up their order
8. All copies are made for personal use only; display and publication use require additional permissions and fees must be paid. Use fees help support our imaging and preservation activities. The user is responsible for all copyright clearances.
9. No original materials may leave the museum area.

Queries involving more than 30 minutes of staff time will result in additional charges.

Please sign below stating that you understand and agree to follow the above policy.

I _____ understand and agree to follow this policy. Date: _____.

Research Request Form

Today's Date: _____ Time: _____

Researcher Information	Company Information (Please complete if you are consulting us for a company)
Name	Co. Name
Address	Co. Address
Phone	Phone
Email	Email
	Attn.
Any charges incurred will be paid by: Person placing order _____ Company _____.	

Please describe your request with as much detail as possible, including why (no materials may be reproduced without permission. If you plan to publish, broadcast, or otherwise reproduce our materials, please describe your project in detail)

When do you need this information by? (At minimum we need a month)

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What is the cap research hours for this project?

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How do you want the results of our research? Mailed: _____ Emailed _____ Both _____ .

Information to be entered by staff

Staff time required: _____ Cost of Copies _____ Total Cost _____

Request received: In House _____ Phone _____ Mail _____ Email _____ Staff Member _____

Response: In House _____ Phone _____ Mail _____ Email _____ Staff Member _____