

Researcher's Guide to the Leland D. Case Library for Western Historical Studies and the University Archives

The Case Library Reading Room is located on the second floor of the E. Y. Berry Library-Learning Center in room 201. This is where you can access materials in our special collections and archives.

Finding What You Need

We are happy to help you find materials relevant to your research interests, but to make the most of your time you may want to do some searching before you come.

For published materials, most are included in our [library catalog](#). You can search by keyword, title, author, or subject. Items that must be used in the Reading Room have the words "Case Library" or "BHSU Archives" in front of the call number.

For archival (unpublished) materials, you can search or browse the [archival finding aids](#). Some of the larger collections have searchable databases which have details on most individual items within a collection. For all collections there are finding aids which will describe categories of information in the collection, but not necessarily every individual item.

A note about the University Archives: We are in the process of transferring finding aids from paper to online format. You may need to use some finding aids in paper form on-site until this project is completed.

A selection of digitized images (photographs, negatives, slides, etc.) from our collections are available via the [Digital Library of South Dakota's Black Hills State University Collections](#). You can search by keyword, and narrow by subject headings, creators, dates, or formats.

Reading Room Guidelines

If you would like to use Case Library or University Archives materials, you will need to visit the Case Library Reading Room. [Regular hours](#) are posted on our website; check [building hours](#) for holiday closures. If you are making a special trip to campus for research, you are encouraged to contact the librarian in advance to ensure we are available. If you are unfamiliar with the BHSU campus, you'll find directions for locating the library and visitor parking at <https://library.bhsu.edu/case/info/directions.cfm>.

We ask that you abide by the following:

- Collection materials must not be purposefully damaged or removed from the premises for any reason.
- Handle all items with care. For fragile items, ask the librarian for assistance.
- Please make sure you have *clean* hands. Gloves are required for handling photographs, negatives, and slides; we will provide these for you.
- No food or drink is allowed. We can hold those items for you if necessary.
- We may ask you to hang up coats and put personal belongings in a locker.
- If other researchers are present, be considerate and turn off the volume on any portable electronic devices (phones, tablets, laptops).
- You may use a laptop, tablet, phone, or paper and pencil for notetaking. No ink should be used on or near collection materials. We can provide pencils for your use.
- Never use post-it notes (or similar) on collection materials.
- Do not attempt to remove metal fasteners or tape from collection materials.
- Personal cameras or scanners (flatbed only) may be used with permission from the librarian.
- Scanning services are available, subject to the condition of the materials, any copyright restrictions, and staff availability.
- It is the user's responsibility to be in compliance with copyright laws. (See Copyright section below.)
- We reserve the right to revoke or deny access to any or all of the collections.
- Failure to comply with these rules may result in loss of access to the collections or reports to the University Police Department.

When using archival collections:

- Please look at only one folder at a time, keeping materials in order.
- If you need to compare items in different folders or otherwise use items in different folders simultaneously, consult with the librarian.
- If you think items are mis-filed or out of order, do not reorganize the materials yourself; report the problem to the librarian.
- The staff will retrieve and re-shelve items for you.

You must obtain written permission to use reproductions of materials from Case Library or the University Archives in publications, presentations, audiovisual works, exhibits, websites, etc. You do not need to ask permission for use in projects related to coursework.

Copyright

The copyright laws of the United States ([Title 17, United States Code](#)) provide protection to the authors of “original works of authorship” that are fixed in a tangible form of expression. These laws govern how materials may be used, including limitations on reproductions. There are provisions for “fair use” which allow materials to

be used without permission from the copyright holder. These uses may include teaching, scholarship, or research (see [section 107 of Title 17 for guidance](#)).

In most cases, Case Library does not own the copyright for materials held within the collections. Some materials are in the public domain and are not subject to copyright restrictions.

Case Library cannot provide legal advice regarding copyright. Providing access to or reproductions of materials does not constitute permission to publish nor does it constitute permission to distribute reproductions of the material.

Learn more about copyright basics at <https://www.copyright.gov/circs/circ01.pdf>
Learn more about copyright and archival collections at <https://www2.archivists.org/publications/brochures/copyright-and-unpublished-material>

If you are planning to use information found in Case Library or the University Archives for commercial purposes, in addition from obtaining permission from the copyright holder you must also obtain written permission from Case Library. Photograph use fees may apply.

Citing Materials

Materials used in publication, presentations, audiovisual works, exhibits, websites, etc., either referenced or reproduced, should be properly cited. Archival collections in Case Library and the University Archives should be cited or credited as:

[Item Description, if applicable], [Collection Name], Leland D. Case Library for Western Historical Studies, Black Hills State University.

[Item Description, if applicable], University Archives, Black Hills State University.

Citation details vary on what style guide is specified by the publication or teacher. The following examples follow the *Chicago Manual of Style*:

Herbert L. Case to Francis Case, 1 April 1947, Box 1, Folder 3, Case Family Papers, Leland D. Case Library for Western Historical Studies, Black Hills State University.

Photograph of Fayette L. Cook, 1889, Photo File, University Archives, Black Hills State University.

Fee-Based Services and Payments

Please note that our ability to perform large scanning or photographing projects is subject to staff availability. We generally do not allow scanning of entire collections.

Scanning:

Books, manuscripts, documents, photographs, negatives, slides, etc.

- First 10 scans are free (electronic delivery or black and white printouts)
- 11+ scans are \$0.10 per scan (electronic delivery or black and white printouts)
- Scans with color printouts are \$0.25 each
- For photo quality prints, contact us for a price quote
- For large maps and other oversize scans, contact us for a price quote

Photographing:

For items that cannot be scanned due to format, size, or condition

- \$5.00 per photograph (electronic delivery)
- For photo quality prints, contact us for a price quote

Photograph Use Fees:

These apply to photographs and other images to be used in published works, regardless of who does the scanning.

- Non-profit entities/uses: free
- For-profit entities/uses: \$10
- Fees may be waived for uses which help promote the use of Case Library.

Sales Tax: 6.5%

Shipping & Handling: Actual cost, \$5.00 minimum

Payment:

- In-person users pay upon receipt of materials/services. Payments can be made at the E. Y. Berry Library-Learning Center Circulation Desk using cash, check, or major credit card.
- Users who are having materials shipped to them must pay by check. Make your check out to: BHSU Foundation, with "Case Library" in the memo line.

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