

Leland D. Case Special Collections Library

Policies and Guidelines

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Welcome

The mission of the Leland D. Case Library for Western Historical Studies is to preserve and promote the history of the Black Hills, South Dakota and the American West by collecting documentary evidence, protecting the materials, and providing access to researchers. Leland D. Case Special Collections staff encourages and promotes the use of the collections. Our goal is to make the material in our care available to all researchers. We want your experience in the Leland D. Case Reading Room to be a positive one. To ensure a comfortable and productive visit, we ask that you follow the guidelines provided below.

Policies and Guidelines

Special requests with variations to these policies and procedures should be directed to the Special Collections Librarian/Archivist.

The University librarians will abide by the ACRL Code of Ethics for Special Collections, found at http://rbms.info/standards/code_of_ethics/.

Collection Development Statement

The Collection Development Statement guides the selection of materials by the BHSU Archives and Special Collections. The Case library focuses on the history of the Black Hills, South Dakota and the American West. The Archives strives to select, preserve, arrange, describe, provide access and promote the use of its rare and unique collections. The Archives maintains materials due to subject matter, age, condition, uniqueness, rarity, and items best managed separately from the E. Y. Berry Library's general collection.

Please contact us if you have any materials you wish to donate to the Case Library or the University Archives.

Reading Room Guidelines

- All users must sign the guestbook each time they enter. First time users must fill out a "Research Registration Form" in addition to signing in.
- Be considerate of other researchers and turn off your cell phone.
- Archives staff will re-shelve items. Please leave items on the table or on designated book truck.
- Do not bring personal belongings such as purses, briefcases, backpacks, books, and notepads into the reading room. Please store these items in the designated lockers. Be sure to retrieve your personal items when leaving. We are not responsible for personal items left in the reading room.
- Personal photocopiers, flatbed scanners or digital recorders are allowed in the Reading Room. A scanning pen or digital camera with the flash disabled may be used with permission.
- Copying, scanning and other services are available upon request.
- You are welcome to use a laptop for your research.
- No food or beverages are allowed in the reading room. Refreshments are available and may be consumed on the Main Level of the Library.
- Please use only pencils for taking notes. Don't have one? We can provide one for you. Pens and highlighters as well as post-it notes should not be used in the research room.
- The Archives reserves the right to revoke or deny access to any or all of the collections.
- Researchers removing any material from the reading room without approval may be referred to the University Police Department for prosecution.
- The University Archives maintains records of patron visits to and research at the Archives. These records are subject to the provisions of the USA PATRIOT ACT of 2001, Public Law 107-56.

Materials Use Policy

All material located in Archives & Special Collections may be used only with supervision.

All material held by Archives & Special Collections do not circulate.

Many materials and resources in Archives & Special Collections are not in the public domain and copyright is largely held by the donor. Staff makes these materials available for private study, research, and teaching. Please refer to Copyright Restrictions.

By using these resources and materials you agree to the following conditions of use:

- These resources and materials may not be used for any commercial purpose without prior written permission from the Archives and the copyright holder.
- These resources and materials may not be re-published in print or electronic form without prior written permission from the Archives and the copyright holder.
- You may not download these resources and materials in order to mount them on another server for public use or for use by a set of subscribers. Institutions may link to the resources and materials of the Archives subject to these conditions of use.
- Any permission given to reproduce these resources and materials is non-exclusive.
- Photocopying may be done only with permission. The University Archives reserves the right to refuse photocopy requests if the material is fragile or may be damaged by the photocopying process.

The use of certain materials may be restricted by statute, by the office of origin, or by the donor. For the protection of its collections, Archives & Special Collections also reserves the right to restrict use of records that are not arranged, are being processed, or are exceptionally valuable or fragile. Researchers must abide by these restrictions as communicated by the Case Library staff. In some cases, copies may be substituted for originals. There is no limit to how many times a researcher may request materials.

The use of Black Hills State University archive materials is subject to policies and procedures designed to protect and preserve the materials and personal information. The Library staff (or in some cases departmental staff) will review all BHSU records to remove personal information about students in order to comply with the requirements of FERPA and HIPAA legislation before allowing a researcher to look at the materials. Researchers may be asked to return at a later date after the requested materials have been reviewed and prepared for use. Researchers may be referred to the BHSU department that donated the records to seek permission to examine certain records.

Handling the Collection

- The materials in the room must be handled with respect and care. Materials must be used with supervision in the reading room, with the exception of videos or other media which must be removed from the reading room for use.
- Please make sure that your hands are clean.

- One box of archives material is allowed per patron at a time.
- One folder can be removed from the box at a time.
- Items in folders should be examined one at a time.
- Please keep materials flat on the table.
- Be sure to keep materials from the folder in their original order. If materials appear to be out of order please notify staff instead of attempting to rearrange them.
- Contact reading room staff for photocopies.
- If the document has staples, ask attendant to remove prior to photocopying.
- Never place an open book face down.
- Do not lean on books or documents.
- Never write or trace on books or documents.
- Be careful when opening books and turning pages. Always lift the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes, or any three dimensional object for place-markers. Paper bookmarkers are available at the reading room desk.
- Do not remove items, such as photographs, from their clear polyester sleeves.
- Please handle photographs only when wearing white gloves provided by staff.
- When using materials housed in special enclosures, be sure to put them back in the same way. If you need help re-housing an item, please ask staff to assist you.
- If the item you are using seems too fragile to handle, please ask staff to assist you.

Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies and other reproductions of copyrighted material. Libraries and archives are authorized to furnish reproductions upon request for specified purposes, including private study, scholarship and research; publication; and public exhibition. This institution reserves the right to refuse to accept an order if, in its judgment, fulfillment of that order would involve violation of copyright law.

The copyright law distinguishes in many ways between unpublished and published material. It is important to note that unpublished material generally enjoys more copyright protection (longer and in some respects more stringent) than published material.

The Archives does not hold the copyright to many of the original materials in its collections. Users assume full responsibility for conforming with copyright laws and conventions, libel laws and individuals' rights to privacy, and for the literary property rights that may be involved with the use of any materials. It is the responsibility of the researcher to obtain any required copyright permissions from the copyright holder. The Leland D. Case Library and BHSU do not assume any legal responsibility for any infringement of literary, copyright or publication rights belonging to the author, heirs, or assigns. In granting permission to publish materials held in the Leland D. Case Library, BHSU does not surrender its own right to thereafter publish materials or grant others permission to publish it.

Permission to examine or to duplicate materials is not an authorization to publish. You must notify the Archives of any intent to publish or use archival materials beyond fair-use. If you intend to publish, please fill out and submit an "Intent to Publish" form. An archivist will notify you of any copyright information in our possession.

Duplication Policy

Researchers may request photocopies and digital reproductions of materials from the collections as long as the photocopies and digital reproductions will be used exclusively for private study, scholarship, or research purposes. Library staff may make the copies if the staff agree that the materials can withstand copying and are not restricted from copying for legal or policy reasons. Photocopies and digital reproductions may not be published, further reproduced, or transferred to any other person or institution, without the written permission from the copyright owner(s), Case Library Librarian, and/or Director of the Libraries.

Permission to duplicate materials is not an authorization to publish them. It is the responsibility of the researcher to obtain any required copyright permissions from the copyright holder.

Please leave all items to be duplicated in their original order within folders. Staff will provide you with place-markers to flag materials for duplication.

All duplication is subject to condition of materials and any donor or copyright restrictions.

Staff will supervise or do the photocopying, reproduction, and scanning of items.

The Case Library and University Archives reserve the right to limit the number or size of photocopy requests.

Personal photocopiers, flatbed scanners or digital recorders are allowed in the Reading Room. A scanning pen or digital camera with the flash disabled may be used with permission.

Permission for the reproduction of photographs is on a one-time only, non-exclusive basis.

Copies of audiovisual material may have to be obtained through off campus resources; rates for these services would be determined by that resource.

Credit Line

Recommended Citation:

For each item used, in published or unpublished works, this repository must be cited as:

Leland D. Case Special Collections Library for Western Historical Studies
Black Hills State University
Spearfish, South Dakota

Also, the author must note which collection the material is part of such as, Troy L. and Watson Parker Collection. This line would go above the line for Black Hills State University.

Publication or Public Exhibition Guidelines

Permission to use materials from the Archives for publication or public exhibition must be obtained in writing from the Leland D. Case Special Collections Library. In a written application please indicate which items you are seeking to publish or exhibit and where you wish to publish or exhibit them.

The Archives expects to receive a courtesy copy of any publication or product made possible through your research in our holdings. In the event this is not possible, please provide us with the appropriate information to obtain copies for the collection. Use of any archival copies must be only for the purpose stated. If you later wish to make a different or additional use of department material (particularly if you will be publishing or exhibiting them), you will need to contact the Archives again for permission.

In authorizing permission to publish or quote from this material Black Hills State University does not surrender its own right to publish it, or to grant permission to others to do so.

The applicant assumes responsibility regarding questions of copyright that may arise in the use of this material.

Fee Schedule and Payment for Services

Library Use Fees

There are no use fees associated with the Case Library.

Administrative Fees:

\$5.00 administrative fee for all orders and requests that are invoiced by the University Libraries. Applies to photocopying, scanning, and digital services. This fee does not apply to BHSU faculty, students and staff.

Photocopies—books, manuscripts, other paper material

\$.20 per page - \$1.00 minimum charge for researchers visiting the Case Library

\$.25 per page - \$1.00 minimum charge for distance patrons, plus postage

Images—digitally scanned images of photographs, negatives, slides (for images already scanned)

\$ 2.50 per each scan under 600 ppi – any file format (excludes slides, 35mm negatives, yearbooks, and newspapers)

\$5.00 per each scan over 600 ppi – as well as all scans of slides, 35mm negatives, yearbooks, and newspapers – any file format

\$5.00 for each CD-ROM (with case)

\$10.00 for each DVD (with case)

Images—digitally scanned images of photographs, negatives, slides (for images not already scanned)

\$ 5.00 per each scan under 600 ppi – any file format (excludes slides, 35mm negatives, yearbooks, and newspapers)

\$10.00 per each scan over 600 ppi – as well as all scans of slides, 35mm negatives, yearbooks, and newspapers – any file format

\$5.00 for each CD-ROM (with case)

\$10.00 for each DVD (with case)

Rare Book Scanning Fees

\$20 per hour with 1 hour minimum charge within the South Dakota Board of Regents System

\$30 per hour with 1 hour minimum charge outside the South Dakota Board of Regents System

After the first hour of service, fees are charged in 15 minute increments.

Research (for requests for staff to do research)

\$20 per hour with 1 hour minimum charge for researchers within the South Dakota Board of Regents System

\$30 per hour with 1 hour minimum charge for researchers outside the South Dakota Board of Regents System

After the first hour of service, fees are charged in 15 minute increments.

Photograph Use Fees

If a photograph from the Black Hills State University Collection is to be used in a publication, the following fees apply.

Not-For-Profit Corporations, Government Agencies, and Individual Use of Photo Fees:

- BHSU – no fee
- In-State - \$10.00
- Out-of-State - \$20.00

For-Profit Corporations, Partnerships, Private Business, and Individual Use of Photo Fees:

- BHSU – \$5.00
- In-State - \$20.00
- Out-of-State - \$30.00

Shipping and Handling

\$5.00 for most shipping. Shipping for large projects is on a per cost basis

SD Sales Tax: 7.5%

University Affiliated Fee

No charge for most services less than one hour to Black Hills State University departments.

Larger projects are negotiable.

Payment for Services

All orders must be paid in advance unless prior arrangements are made. We accept checks, and credit cards (Discover, Visa, and Master cards).

Payment for materials made at E. Y. Berry Library must be submitted to the Circulation Desk. Payment for shipped requests may be submitted by check. In either case, please make

payments payable to the BHSU Foundation and in the Memo line note that it is for the Case Library.

Fees are subject to change.