

Lakewood Historical Society Research Request

Name: _____

Date: _____

Address: _____

_____ Phone: _____

Email: _____

Check description that best applies:

Undergraduate Student

Professional (author, publisher, business)

Graduate Student

Other (please specify)

Faculty

Society Member

Nature of Request (check as many as apply):

House History

Family History/Genealogy

Building History

Exhibit/Display (advertisement)

For Publication

Other

Personal Scholarship

Please provide a background/explanation of research topic and intended purpose:

Lakewood Historical Society charges a minimal fee for research. The use and service fees are outlined below:

1. Walk-in researchers may use Lakewood Historical Society library and archival material for \$10.00 per person per day.
2. Research requests completed by Curator and Volunteers are subject to a research fee of \$15.00 per hour (one hour minimum). This fee is applied to requests received in person, via phone, email, or mail.
3. Photocopies of materials are \$0.25 per page for standard and legal size paper. Color copies are \$1.00.
4. Scanned image reproduction are as follows:

Text/document (JPEG)	\$1.00/image
Standard/Low res. (under 150dpi)	\$3.50/image
High resolution (TIFF, 150dpi or higher)	\$5.00/image
Digital delivery/CD	\$5.00/disk +S&H
Email (up to 3 images, low resolution)	\$1.00/image

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5. Shipping charges will vary.

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Lakewood Historical Society reserves the right to require special fees or to make changes to the fee structure without notice.

*All requests must be sent to the Curator of Collections and s/he reserves the right to refuse any request. *All* archival documents, images, and books from the Research Library are prohibited from leaving the Oldest Stone House.

CREDIT LINE: Lakewood Historical Society is to be credited beside or below an image or material referenced in a publication. Credit line must be as follows:

Item description, Date, Collection Name. The Archives of Lakewood Historical Society, 14710 Lake Avenue, Lakewood, OH.

Example:

Letter from Margaret to Clyde Butler, 12 October 1942, Margaret Manor Butler Collection. The Archives of Lakewood Historical Society, 14710 Lake Avenue, Lakewood, OH.

USAGE FEES

The Lakewood Historical Society is pleased to support the mission of non-profit institutions by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal not-for-profit status by providing documentation (copy of tax-exemption certificate or letters of identification).

Fees are for single photographic images OR 1-5 pages of text. Contact Curator of Collections for use of text exceeding 5 pages or single image.

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Editorial (one-time, one-use, non-exclusive, publication rights.)

	For Profit/Commercial	Non-Profit/Government
Books, periodicals, video/documentaries, etc.	\$70	\$50

Non-editorial/Advertising

	For Profit/Commercial	Non-Profit/Government
Book covers, posters, menus, postcards, brochures	\$110	\$90

Exhibit/Display

	For Profit/Commercial	Non-Profit/Government
Restaurants, offices, businesses, etc.	\$70	\$50

CONDITIONS

1. Archival and/or photographic copies may be used only once and for the purpose listed in *Nature of Request & Description*. Any subsequent use/reuse is subject to a reuse fee.
2. Materials must be properly credited. The following format is how all citations from Lakewood Historical Society are to be printed: *Item description, Date, Collection Name. The Archives of Lakewood Historical Society, 14710 Lake Avenue, Lakewood, OH.*
3. Any removal of archival document, prints, etc. from Lakewood Historical Society without permission from the Curator of Collections is theft under the law.
4. Cotton gloves (provided) are to be worn at all times when handling archival documents, prints, etc.
5. Pencils are the ONLY permitted writing instrument to be used.
6. Do not place writing paper on top of research material, as it will cause damage.
7. Researchers are not to remove archival files from storage areas for use in research room. Only Lakewood Historical Society Staff are permitted to retrieve files, images, and documents for researchers' use.

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8. Researchers are **prohibited** from scanning archival materials. Duplication fees are stated above. Should a researcher wish to have scans of images and/or documents, s/he is required to consult the Curator of Collections.
9. Do not change the order of files or items within files.
10. The researcher assumes full responsibility for adhering to libel and literary property rights as defined by law.

Research Agreement

I understand (a) that the Lakewood Historical Society (the Society) makes no representation that it is the owner of any copyright or other literary property in the materials contained in its archives, (b) that, in providing access to or permitting the reproduction of any such materials, the Society does not assume any responsibility for obtaining or granting any permission to publish or use the same, and (c) that the responsibility (i) for determining the nature of any rights, and the ownership or interest therein, and for obtaining the appropriate permissions to publish or use and (ii) for determining the nature of any liabilities (including liabilities for defamation and invasion of privacy or publicity) that may arise from any publication or use, rests entirely with the researcher.

Signature of Researcher

Date

FOR OFFICE USE ONLY		Request #:	
Collection/Files Accessed:			
Time In:		Time Out:	
Assisted by:			
Method of Payment:	Cash Amt. _____	Check # _____	Credit Type _____
Files/ Collection returned to Home Loc.	Yes _____		No _____
Notes about condition/possible preservation needs:			
Information entered into Excel Tracker	Yes		No