

MONTEREY COUNTY HISTORICAL SOCIETY

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RESEARCH REQUEST

Welcome to the Monterey County Historical Society Archives! We sincerely hope you enjoy your visit with us. To enable us to maintain our collection and continue serving the best interest of historical research, we ask you to read our ARCHIVES ACCESS POLICY and complete the following brief form. Thank you for your cooperation.

- 1) Review MONTEREY COUNTY HISTORICAL SOCIETY RESEARCH & MATERIALS REPRODUCTION FEE/DONATION SCHEDULE (PAGES 2 & 3 OF THIS DOCUMENT)
- 2) Review ARCHIVES ACCESS POLICY (PAGES 3, 4 & 5 OF THIS DOCUMENT)
- 3) Handle original materials gently, using the gloves provided.

Please complete the following:

Name: _____

Address: _____

If applicable the Name of Agency or Business you are researching for:

Business Address: _____

Home Tele No: _____ Business Tele No: _____

Drivers License # _____

(Show License to Curator/Archivist or Research Assistant)

Purpose of Research ___ Book ___ Article ___ Term Paper ___ Family History ___ Exhibit
___ Thesis ___ Dissertation ___ Personal Interest

Specific Subject of Research:

(1)

I have read the ARCHIVES ACCESS POLICY and agree to abide by the rules set forth.

Signature _____

Date _____

Staff Notes:

MONTEREY COUNTY HISTORICAL SOCIETY
RESEARCH & MATERIALS REPRODUCTION FEE/DONATION SCHEDULE

Effective January 30, 2020

RESEARCH SERVICES/MCHS GENERAL COLLECTION

Research is conducted exclusively by or under the auspices of the Curator and/or his or her designee. The first hour of archival research is conducted pro-bono on behalf of MCHS Family Level Members in good standing at the time the records search and research request is registered. Additional research time is pro-rated at \$25.00 per hour. Projected turn around time for records requests generally requires three weeks from initial request to completion. Digital image scans of original primary source documents prepared by MCHS staff and volunteers, and transmitted to the patron, may be obtained at the cost of \$10.00 per image file. Digital images of primary and secondary resource documents prepared by the client under the supervision of MCHS staff or volunteers may be obtained at the cost of \$5.00 per image scan. Photocopies of general reference collection documents may be obtained at the cost of 25 Cents per photocopy.

Any and all research or records request that entails professional consulting for the purposes of Archaeological Inventories or Historical Assessments on behalf of both private and commercial clients will be billed at the rate of \$150 per hour, with a two hour minimum. Rapid response requests for MCHS primary source documents, maps and or images are billed at the rate of \$225 per hour. Photocopies for such records requests are billed at the rate of \$0.25 per page.

RESEARCH SERVICES/BRESCHINI-HAVERSAT ARCHAEOLOGICAL REPOSITORY

Research in the Archaeological Repository is conducted exclusively by or under the auspices of the Curator and/or his or her designee. The first hour of research in the Archaeological Repository is conducted pro-bono on behalf of MCHS Patron Level Members in good standing at the time the repository research request is registered. Supervised time in the Archaeological Repository is pro-rated at \$150.00 per hour. Only qualified professionals with legitimate and

direct requests will be allowed into the Breschini-Haversat vault. Photography and digital image files of archaeological and or historical

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specimens prepared by MCHS staff and volunteers, and transmitted to the patron, may be obtained at the cost of \$10.00 per image file. Digital images of archaeological or historical specimens prepared by the client under the supervision of MCHS staff or volunteers may be obtained at the cost of \$5.00 per image. Photocopies of general reference collection documents may be obtained at the cost of 25 Cents per photocopy.

REPRODUCTION FEES

Copyright of any and all images prepared by MCHS staff and volunteers of items resident in the collections remains with the Monterey County Historical Society. Permission to publish image or document scans prepared by MCHS staff and volunteers may incur additional use right fees, which will vary as per community or commercial usage.

Commercial publication, display, or other usage of MCHS photography and other digital images of artifacts, specimens, and other historic objects resident in the collections of MCHS will require completion of a reproduction rights agreement granting one-time, non-exclusive use, and will entail a \$35 per digital image use rights fee as noted. Non-profit organizations and private individuals requesting such images will incur a \$15 per image use fee.

MONTEREY COUNTY HISTORICAL SOCIETY ARCHIVES ACCESS POLICY

PURPOSE: The purpose of the MCHS archives is to make it available to researchers for specific and legitimate research interests.

PROCEDURES: Research personnel who wish to access archived materials must abide by the following procedures.

a. Research personnel must provide MCHS with:

(1) A Photo ID

b. Research personnel can request access to MCHS archived materials by:

(1) Appointments: Research personnel that request access to archived materials must make a research appointment with the Curator/Archivist at least three (3) days in advance of visit and request specific materials to be accessed.

(2) Telephone, Email or Walk-In: Requests for access to specific archived materials can be requested by telephone, email or walk-in. Walk-in requests requires the researcher

to complete a Research Request Form three (3) days in advance of research appointment.

- c. Research Request Form: Research personnel who have scheduled an appointment by telephone or email and have specified archived materials to be accessed must immediately complete the Research Request Form upon arrival at MCHS and before commencing their research.

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- d. Archived Materials. ONLY MCHS STAFF are allowed to retrieve documents, folders, photos, maps, or other materials from the archives.

- (1) If requested archived materials exist within the collection, research personnel will provide MCHS staff with the specified archived materials they want to research. ONLY MCHS STAFF are allowed to retrieve documents, folders, photos, maps, or other materials from the archives.

- (2) If requested archived materials do not exist within the collection, research personnel will be advised before the appointment.

- (3) Archived materials cannot be provided on a spontaneous basis to research personnel.

- (4) Archived materials cannot be removed from the premises of MCHS.

- e. Archived Material Treatment Requirements.

- (1) No gum, food, or beverages are allowed while working with the archived materials.

- (2) No pens are allowed; only pencils may be used for taking notes.

- (3) No jewelry on research personnel is allowed.

- (4) Research personnel must wash their hands before handling any archived materials and wear gloves.

- (5) Research personnel will not fold, write on or otherwise damage archived materials.

(6) Pages of archived materials must be turned carefully in order to preserve the existing order and arrangement of the archived materials.

f. Photocopying/Photographing/Scanning.

(1) If you want staff to photocopy archived materials, make a list and present the materials to be copied. Depending on the amount of copies requested and staff time required, copies may **not** necessarily be provided on the same day.

(2) If you want staff to scan or photograph archived materials, make a list and present materials to be scanned or photographed. Depending on amount of copies requested and staff time required, copies may **not** necessarily be provided on the same day.

(3) Copying or scanning may be restricted or prohibited due to donor restrictions, copyright law, fragility of an archived item or other reasons as determined by the Curator/archivist.

(4) Digital reproductions of large items may be taken by staff only upon request. The

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photograph will be emailed. The cost of digital reproduction will be provided to the research personnel before digital reproduction costs are incurred.

g. Research personnel are subject to an inspection of any briefcase, parcel, book, notebook, or other personal property before departing MCHS

h. Any archived materials used in a published manuscript or website must be attributed to MCHS (i.e. _____Archives, Monterey County Historical Society). In the event that historical images from the MCHS collection are used on a webpage, manuscript or other media, the researcher will complete an application for permission to publish/reproduce.

Failure to adhere to any of the procedures within the MCHS Archives Access Policy will serve as grounds for immediate termination of research access to archived materials; and depending on the severity of the occurrence, may also prohibit the offending research personnel any future access to archived materials

