

CHAPTER 10 ARCHIVES USE OF ARCHIVAL MATERIALS

Anyone looking for archival material may come to the Library and look in the index on the computer. In add to the material in the archival room, there is also information about Montauk in the reference section, which can be accessed from the Library catalog and the vertical file.

When the user determines what is needed from the archival room, an appointment must be arranged with the Library archivist to access the required material. The user will not be allowed to remove material from the archival room.

If copies of the material are requested, the Library archivist will provide them as long as there are no restrictions as to their reproduction. The Library reserves the right to deny photographic reproduction of any images from the archival collection. The user will be charged for any expense involved. If the material is to be used for commercial purposes, an appropriate fee will be charged, and the user must agree to give proper credit to the Library as source for the material used. If the material is published or exhibited, the Library should be informed as to the date of publication, or exhibition, etc. Special consideration regarding fees shall be given to non-profit organizations, community organizations, and individual students doing research which request materials from the archivist.

The user must assume all responsibility pertaining to laws regarding copyright and literary right. If permission to use or copy materials located in the archival room is required from persons or entities other than the Library, it is the user's responsibility to acquire such permission.

All of our images are ©Montauk Library. All uses are for one time only and rights are not transferable. Photo credit must be given to the Montauk Library including online publication reproductions.

The user must fill out the attached form.

Montauk Library
871 Montauk Hwy.
Montauk, NY 11954

**MONTAUK LIBRARY
ACCESS TO ARCHIVAL COLLECTION**

DATE _____

NAME _____

ORGANIZATION / FIRM _____

TITLE / POSITION _____

ADDRESS _____

TELEPHONE _____ **FAX** _____

E-MAIL _____

MATERIAL REQUESTED

Description _____

Books _____

Pamphlets or Articles _____

Photographs _____

Other _____

I have read the attached policy statement on the "Use of Montauk Library Archival Materials" and agree to adhere to it.

SIGNATURE _____

In order to have copies of materials made, please fill out the duplication request form.

ARCHIVE REPRODUCTION POLICY

1. All those who request duplication of materials found in the Archival Collection must first read Use of Montauk Library Archival Materials and fill out the attached form “Access to Archival Collection, Montauk Library.”
2. Next the applicant must fill out a “Duplication Request Form.”
3. If duplication is approved by the archivist then the archivist will determine what fees, if any, are applicable according to the guidelines below. The fee schedule is meant as a guideline only as the costs of paper vary and each request may have different requirements in terms of style, size and amounts. Fees are subject to change at any time and are always at the discretion of the archivist.
4. All duplication in the library will be done by the ink jet printing process. Please note that ink jet prints are not permanent and should be kept out of light. Actual photographic reprints, which must be done off-site, are subject to market prices and are only done at the discretion of the archivist. Any negatives made will be the property of the Montauk Library.
5. In certain instances, when duplication takes a significant amount of staff time, an additional fee will be charged at the rate of \$30.00 per hour of staff time.
6. All fees must be determined and paid for in full before the duplications are made.

**MONTAUK LIBRARY
ARCHIVE REPRODUCTION FEES**

PHOTOCOPIES

Black & white only	8.5 x 11	\$.25 each
	11 x 17	\$.50 each

REPRODUCTIONS ON PHOTO QUALITY INK JET PAPER

Black & white or color

8.5 X 11	\$3.00 each
11 x 17	\$7.00 each

REPRODUCTIONS ON MATTE OR GLOSSY PHOTO PAPER

Black & white or color

3.5 x 4.5	\$10.00 each
4 x 6	\$10.00 each
5.5 x 8.5	\$15.00 each
8.5 x 11	\$25.00 each
11 x 17	\$50.00 each

IMAGES ON CD-R	\$25.00 each
IMAGES EMAILED	\$25.00 each
FILM CLIPS	\$25.00 each

Montauk Library
871 Montauk Hwy.
Montauk, NY 11954

**MONTAUK LIBRARY
DUPLICATION REQUEST FORM
ARCHIVAL COLLECTION**

NAME _____

ORGANIZATION _____

ADDRESS _____

TELEPHONE _____ FAX _____

E-MAIL _____

DATE _____

MATERIAL TO BE COPIED (Please give exact citation)
(Use additional pages as needed for multiple requests)

INTENDED USE OF MATERIAL _____

TYPE OF COPY

Photocopy _____ Photo quality ink jet paper _____ Glossy photo paper _____
Matte photo paper _____ B/W _____ Color _____ Size _____
Video/DVD _____ Audio/CD _____ CD-R _____ Digital Image/emailed

I understand that usage of this requested material is restricted to my above stated intentions. I have read the attached policy statement, "Use of Montauk Library Archival Materials" and I agree to adhere to it. All of our images are ©Montauk Library. All uses are for one time only and rights are not transferable. Photo credit must be given to the Montauk Library, including online publication reproductions.

SIGNATURE: _____

ARCHIVAL COLLECTION POLICY GUIDELINES:

Donation of Archival Materials

Material submitted for the library archives shall be accepted only after review by and at the discretion of the Library archivist.

Material accepted should relate in a significant way to Montauk.

Material must become the property of the Library. No material will be accepted on loan.

Material must be (a) in reasonably good physical condition; (b) identified by donor; (c) dated by donor as accurately as possible; and (d) any additional provenance provided.

The Library must keep a record of the donation, name of donor, date received, type of material, and any other necessary information.

The donor must sign a Gift Release form, either with or without restrictions as to the use of the material donated.

Purchase of Archival Materials

Material for purchase should deal primarily with some phase of Montauk's background and history and should be in reasonably good condition.

Any purchase of archival material must be approved by the Board of Trustees.

The seller of any archival material must sign a Purchase Form, either with or without restrictions as to the usage of the material sold.

Montauk Library
871 Montauk Hwy
Montauk, NY 11954

MONTAUK LIBRARY
Information for Potential Donors
To the
Montauk Library Archival Collection

Materials in the Archival Collection will be made available for viewing by all who request to do so. In addition, some materials may be reproduced by the library or members of the public for research and/or commercial purposes. Commercial uses may include publication in scholarly works, fiction, periodicals, films or similar materials. They may also include the sale of images to craftsmen and artists seeking to use the images in their work; this may include such things as quilts, collages and T-shirts among others. If you wish to restrict the use of your donation in any way, please use "GIFT RELEASE FORM II" and detail your restrictions. Failure to do so indicates that you accept all uses that the library board deems reasonable.

I have read and understand the information stated above and agree to abide by it.

Signature

Printed name

Date

Montauk Library
871 Montauk Hwy
Montauk, NY 11954

**MONTAUK LIBRARY
ARCHIVAL COLLECTION
GIFT RELEASE FORM I**

Description of gift _____

The above described gift has been donated to the Montauk Library on:

Date of donation _____

I transfer and assign all rights, title and interest in the above described material with the understanding that the Library may copyright such material and reproduce all such material for all purposes, including internet use. I agree that the above described gift is now the property of the Montauk Library and disposition thereof is subject to the Library sole discretion.

Signature of Donor: _____

Address of Donor: _____

Phone Number of Donor: _____

Email of Donor: _____

Received by: _____

Date of Receipt: _____

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871 Montauk Hwy
Montauk, NY 11954

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Signature of Donor: _____

Address of Donor: _____

Phone Number of Donor: _____

Email of Donor: _____

Received by: _____
Date of Receipt: _____

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871 Montauk Hwy
Montauk, NY 11954

**MONTAUK LIBRARY
ARCHIVAL COLLECTION
PURCHASE FORM I**

Description

The above described material has been purchased by the Montauk Library on:

Date of purchase _____

I transfer and assign all rights, title and interest in the above described material with the understanding that the Library may copyright such material and reproduce all such material for all purposes, including internet use. I agree that the above described material is now the property of the Montauk Library and disposition thereof is subject to the Library sole discretion.

Signature of Seller: _____

Address of Seller: _____

Phone Number of Seller: _____

Email of Seller _____

Received by: _____

Date of Receipt _____

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871 Montauk Hwy
Montauk, NY 11954

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Signature of Seller: _____

Address of Seller: _____

Phone Number of Seller: _____

Email of Seller: _____

Received by: _____

Date Received: _____

GUIDEDLINES FOR STORAGE OF ARCHIVAL MATERIALS ON LOAN FROM COMMUNITY ORGANIZATIONS

Material submitted for the library archives shall be accepted only after review by and at the discretion of the Library archivist.

Material accepted should relate in a significant way to Montauk.

Material must be (a) in reasonably good physical condition; (b) identified and dated as accurately as possible; and (c) any additional provenance provided.

Single copies only will be accepted for storage.

The Library must keep a record of the stored items, date received, type of material, and any other necessary information.

The organization must fill out and sign the “Archival Storage Community Organizations” form.

If the organization wishes to restrict the reproduction of materials to non-commercial uses, the Library must be notified in writing.

Montauk Library
871 Montauk Hwy
Montauk, NY 11954

**MONTAUK LIBRARY
ARCHIVAL COLLECTION
STORAGE OF MATERIALS ON LOAN FROM
COMMUNITY ORGANIZATIONS**

Name of Organization _____

Description of Items Received for Storage

Dates of Storage:

We agree that the above described articles are being stored at the Montauk Library in its archival facility and that the Library may use these articles for purposes of display, patron research, education and reproduction. We also agree to be responsible for any added expense involved for the storage of these articles at the Montauk Library and will submit proof of insurance for the length of time the material is stored at the Montauk Library.

Signature of Organization Representative:

Address of Organization

Phone Number, Fax, or Email

Received by : _____

Date of Receipt: _____

Montauk Library
871 Montauk Hwy
Montauk, NY 11954

**MONTAUK LIBRARY
ARCHIVAL COLLECTION
APPLICATION FOR LOAN OF MATERIALS**

Date of Request: _____

Name _____

Organization: _____

Address _____

Phone _____ **Fax** _____

Email _____

Description of material requested _____

Usage Purpose

Dates of Loan _____ **Place of Display** _____

We accept full responsibility for the care of these materials, including insurance fees if needed, while they are away from the Montauk Library Archival Collection premises. We will submit proof of insurance for the length of time the material is borrowed from the Archival Collection. We accept full responsibility for any damage done to these materials while on loan to us. We agree that these materials will be used only for the purpose stated above.

Signature of Organization representative _____

Printed Name of Representative _____

Library Representative Signature _____

Printed Name _____

Date of Transfer of Materials _____