

THE MONTAUK LIBRARY ARCHIVE COLLECTION

ACCESS AND USE POLICY

Thank you for your interest in researching at the Montauk Library Archives. The facility is open by appointment to the general public, students, independent researchers, genealogists, teachers, artists and writers. Please read the following guidelines before scheduling your visit using the *Research Visit Form*. For remote reference and digital reproduction requests, skip ahead to the *Locating Materials* and *Virtual Access* sections.

- The Archival Collection is open by appointment during library hours. Please consult the library website for updated appointment availability. Patrons must make an appointment and submit the *Research Visit Form* 7 days prior to the preferred visit date.
- We can accommodate walk-in visits for cataloged materials including books, reports, journals, periodicals, vertical files, and some photographic collections.
- Staff will retrieve all archival materials. Patrons will be required to view materials in a designated Research Area.
- Materials in the Archival Collection are not available for interlibrary loan.

LOCATING MATERIALS

- Patrons are encouraged to browse the Library Catalog for archival material. Cataloged materials in the collection will have the location listed as “MK-Archival Room”
- Additional materials are described in the *Guide to the Montauk Library Archive Collection*: <https://montauklibrary.org/montauk-library-historic-archives/>
- Digitized collections can be found on *New York Heritage Digital Collections*: <https://nyheritage.org/organizations/montauk-library>
- In addition to the material in the archival room, there is also information about Montauk in the *Long Island Collection*, *Vertical Files*, and on view in the *Local History Exhibit Center*. These materials do not require an appointment to browse or view.
- Not all of the archival collections are cataloged or processed. If desired material is not located, please contact the Archivist to assist you in your search.
- Include the call number or file name on your request form when applicable.

RESEARCH AREA GUIDELINES (for on-site visits)

- Materials in the Montauk Library Archives do not circulate and may only be viewed under the supervision of the Archivist. All visitors will be required to sign in.
- Food and drink are not allowed in the Research Area.
- Personal belongings, including coats, backpacks, and purses will be held by the Archivist.
- Use pencils only. No pens or highlighters are allowed. Paper can be provided for notetaking.

- Laptop computers, tablets, mobile phones, and digital cameras may be used in the Research Area. Flash photography and portable scanners are not permitted.
- Photography taken by researchers may only be used for personal reference and research purposes. Copies and digital reproductions can be made by the Archivist upon request.
- Patrons will browse one box at a time and must retain the original order of files, folders, and photographic materials within boxes.
- Handle materials with care. Please wash and dry your hands with soap and water prior to handling. Do not lean on, trace, bend, or write on archival materials. Gloves for handling photographs and fragile items will be provided by archives staff.
- Materials requiring obsolete hardware or projection equipment may not be viewable at this time.
- When referencing archival material in our collection, please use the following citation: *[Item Description], Date (if known). From the [Collection Name], Courtesy of the Montauk Library.*

VIRTUAL ACCESS GUIDELINES

The Montauk Library Archives can fulfill remote reference requests for off-site patrons by supplying digital reproductions. Remote reference researchers are required to submit a ***Digital Reproduction Request Form***. Depending on the scale and scope of the requests, remote reference requests may take up to 2 weeks to fulfill. Please indicate a deadline in your email or on the ***Digital Reproduction Request Form***.

- Remote researchers are encouraged to browse the digital collections to see if the material has already been digitized and made available on *New York Heritage Digital Collections*.
- The requested archival material will be scanned by the Archivist and access copies will be shared with the researcher by email, Google, WeTransfer or Dropbox.
- Remote researchers can request up to 25 photographs or page scans per month, additional scans will be fulfilled at the discretion of the Archivist.
- We cannot scan and send entire books or manuscripts.
- Some audiovisual media, large-scale items, and artifacts may not be accessible through virtual access.
- The Library reserves the right to deny or limit reproduction requests.

DIGITAL FORMATS AND DELIVERY

The Montauk Library provides digital reproductions from the Montauk Library Archival Collection upon request. Requests are made by submitting the Library's ***Digital Reproduction Request Form*** to the Archivist. Digital reproductions may be provided in JPEG, PDF, TIFF, or MOV format and delivered through email, Google, WeTransfer or Dropbox. The Montauk Library strives to provide the highest digital resolution appropriate to your use, however, in some cases, this may be limited.

USES AND CREDITS

All uses are for one time only and rights, including copyrights, are not transferable. The Library retains the right to require a license agreement be executed that details the limited use of the reproduction.

Certain materials in the collection may be protected by copyright, publication rights, or related interests not owned by the Montauk Library, which hereby expressly states that it is not granting permission to exploit such rights. The Copyright Law of the United States (Title 17, United States Code) provides, under certain conditions, libraries and archives permission to furnish photocopies and other reproductions of copyrighted material as long as it is not to be "used for any purpose other than private study, scholarship, or research." Commercial or other uses without permission, beyond what may be considered in excess of "fair use" exemptions under Title 17 of the Copyright Law, may make the user liable for copyright infringement.

Users must assume all responsibility pertaining to copyright laws. 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.

For more information about copyright unpublished material please consult the *Society of American Archivist's Brochure on Copyright and Unpublished Material* (<https://www2.archivists.org/publications/brochures/copyright-and-unpublished-material>)

Images must be credited: "*From the [Collection Name], Courtesy of the Montauk Library*" and include the copyright: ©**Montauk Library** when applicable. If published, please notify the Montauk Library when the publication is available. If possible, a courtesy copy of the publication should be donated to the Montauk Library.

FEES

The Library does not charge for digital reproductions of approved items from the Montauk Library Archives. Patrons can request up to 25 photographs or page scans per month, additional reproductions will be fulfilled at the discretion of the Archivist.

Donations to the **Friends of the Montauk Library** (<https://montauklibrary.org/friends/donate/>) are greatly appreciated and may support archival programs and future digitization efforts.