



Brewster Research Library - Request for Information Form

Essex County Historical Society / Adirondack History Center Museum
7590 Court St., PO Box 428, Elizabethtown, NY 12932
(518)873-6466 www.adkhistorycenter.org

Fees:

\$12.00/hour/request (members)
\$25.00/hour/request (non-members)
\$35.00/hour/request for non-profits
\$50.00/hour/request for commercial researchers.

Digital Reproduction Rates of Photographs for Personal Study/Preliminary Viewing:

Digital Image via Email \$15.00/image
Digital Image via CD-Rom \$20.00/image

If you are in grades K-12, undergraduate or graduate school and you have questions regarding the history of Essex County people and/or places and need guidance with research projects, please call or email and we'll gladly help you at NO CHARGE.

If you have any questions regarding our rates, please feel free to give us a call!

We go to great lengths to provide you with answers, and love doing it all the while! Therefore an itemized list of sources we have consulted in order to expedite your research requests will follow our response to you. The list of sources we consult is as follows: Biography Files, Place/Organization Files, Photographs, Books, Newspaper Index, Cemetery Index, Vital Statistics, Other: this can be anything we have used in order to help you analyze your research requests.

Date: _____ Other (Town/County/State) Commercial Non-Profit Personal

Name (Institution): _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

*In order for us to do the best we can to help you and to expedite your request in a timely fashion, the information you provide us must be as clear and concise as possible. Please feel free to add an additional letter to accompany this form.

Research topic:

Photograph(s) and/or photographic subjects to be searched: ECHS shares its photograph collection with the public by offering reproduction services. Requesting to view photographs is the same as a research query; it takes time and resources to locate any one or more photographs within the collection.

1) Name to be researched: _____
Place of residence: _____
Dates of birth, death, and/or residence: _____

2) Name to be researched: _____
Place of residence: _____
Dates of birth, death, and/or residence: _____

3) Name to be researched: _____
Place of residence: _____
Dates of birth, death, and/or residence: _____

4) Name to be researched: _____
Place of residence: _____
Dates of birth, death, and/or residence: _____

Please check the statements that apply to your research request. Research prices include up to \$5.00 of copying and shipping/handling fees.

_____ (Please Initial) I accept the Essex County Historical Society's rules regarding the preliminary use of information and reproductions for personal use found below.

_____ I have enclosed \$25.00 (\$12.00 for members) for one hour of research regarding the information I have provided on my topic.

_____ I have enclosed \$35.00 (Non-profit research request rate) for one hour of research regarding the information I have provided on my topic.

_____ I have enclosed \$35.00 (Non-profit research request rate) for one hour of research regarding the information I have provided on my topic.

_____ I have enclosed \$50.00 (Commercial research request rate) for one hour of research regarding the information I have provided on my topic.

_____ I understand that if little or no information is found I will not receive a refund.

_____ I authorize \$_____ for photographic reproductions to be sent to me via _____

_____ I understand that additional costs may accrue in order for my research requests to be met, and gladly encourage the Library/ Archives Manager to contact me.

Please make checks payable to Essex County Historical Society.

Visa/MasterCard # _____ Expiration Date _____

Security Code (3 digit code back of card) _____

Name as it appears on card _____

Signature: _____ Date: _____

Photograph Reproduction Policy for Researchers:

Items in our collection may be reproduced by photocopy or digital image for preliminary research. All images will be sent to you via email or CD-Rom. All images will have ECHS watermarks on them and are not for reproduction, but are for research viewing purposes ONLY. Please note, some reproductions may be met with complications due to time and resources.

All photographs are subject to a scanning fee. All individual researchers will be charged a flat fee for scanning and service. This fee helps pay for staff time and materials.

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ECHS reserves the right to refuse permission if it feels fulfillment of your request would be in violation of copyright law or other law. It also reserves the right to refuse permission and to impose such conditions, as it may deem advisable in its sole and absolute discretion to be in the best interests of the Essex County Historical Society.

The Director is responsible for determining which materials can be made available for use and/or reproduction. Because of the physical conditions of certain materials, access cannot be assumed nor can reproduction be made of all holdings.

Copyright Restrictions:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user (NOT ECHS) may be liable for copyright infringement .

ECHS reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would violate copyright law.

Photocopying:

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