

# REFERENCE & RESEARCH POLICY

Tippecanoe County Historical Association

## INFORMATION FOR RESEARCHERS

The mission of the Tippecanoe County Historical Association (TCHA) is to enrich the lives of Tippecanoe County residents and visitors by collecting, preserving, and interpreting our unique and exciting history. The association operates the Alameda McCollough Research Library and the Richard B. Wetherill Archives from the Frank C. Arganbright Genealogy Center located in Lafayette, Indiana. The Tippecanoe County Historical Association is a private non-profit 501 (c) 3 corporation.

## HOURS:

Alameda McCollough Research Library Open Hours:

Thursdays 1-5pm

Fridays 1- 5 p.m.

Or by appointment.

Closed for holidays.

The Richard B. Wetherill Archives is open by appointment only. Appointments may be made by contacting the Curator of Collections.

## REGISTRATION:

Researchers are required to fill out a registration form upon entering the library or archives. Additional permission forms may be required based on the material being researched. Admission fees and payment for copies are due upon completion of each visit.

## Library Usage Fee:

\$2.00 *per researcher*

Free TCHA Members

Group research rates are available, contact library coordinator or curator.

## REGULATIONS:

1. Researchers must fill out the registration form and may be asked to provide acceptable identification (driver's license or I.D. card with photograph).
2. Coats, briefcases, parcels, and personal books are not permitted in the research area. Please store them at the coat rack or free lockers.
3. No ink of any kind may be used in the research area; use pencils only. Computers, recording devices and cell phones may be brought into the library and archives and used at the discretion of the librarian or archivist.
4. Smoking, eating, and drinking are prohibited in the library and archives.
5. All library and archival materials must be handled carefully: use only one folder at a time and keep the papers in their existing order. Do not place books or volumes face-down. Do not lean or press on library or archival materials. Do not trace maps or other records.
6. No material in the library or archives may be removed from the research area. Researchers must request materials housed in the stacks or archives. A staff member will bring materials to the research area.
7. Persons requesting access to restricted materials must contact the person or agency imposing the restrictions. The archives cannot permit access to these materials without written authority.
8. Researchers are advised that it is their responsibility, not the library or archives, to obtain copyright clearance to publish or otherwise reproduce or distribute library or archival material. Whenever possible, the librarian or archivist will provide the names and addresses of copyright holders.
9. Requests for limited reproduction will be considered when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright restrictions. **PERMISSION TO REPRODUCE DOES NOT CONSTITUTE PERMISSION TO PUBLISH.**

10. For reproductions of photographic images not restricted by copyright, photocopy fees apply. For a scan or digital reproduction of a photographic image, the researcher must fill out and sign a license agreement form and all associated fees apply.
11. If publishing material from the library or archives, please credit the following:  
The Tippecanoe County Historical Association

**PHOTOCOPIES:**

Unless restricted or protected by copyright conditions, photocopies of material will be supplied for research purposes at the following rate:

**\$0.50 per page**

Digital copies made by the researchers of documents are free\*

\*Digital Copies of *photographs* are not permitted, for digital copies of TCHA photographs, see the TCHA License Agreement Form.

Although there is no precise limit on the number of pages, it may not be possible to fill an order on the day requested, and the library or archive reserves the right to carry out the work over a period of time.

Users requiring copies of photographs, maps, sound recordings, or moving image materials are requested to consult the archivist about conditions and charges.

For certified copies of court records, including marriage records, please contact the Tippecanoe County Clerk of the Courts.

**FEE-BASED RESEARCH REQUESTS:**

Researchers who are not able to visit the library or archives to research in person may request research by filling out the RESEARCH REQUEST FORM and submitting it via mail or email. Library research assistance is provided by Staff and Library volunteers, and requests are completed in the order they are received. Please allow up to 2 weeks for staff to fulfill your request.

\$10.00 required for first 30 minutes, payable in advance and non-refundable. There is no guarantee that we will find the requested information. Please include your complete mailing address, phone number or email with your payment.

\$20.00 for each additional hour of research required, which includes service time for scanning or photocopying requested material. Photocopy fees apply, plus postage, minimum of \$5.00.