

St. Johnsbury Athenaeum Policy Manual

Archives Access

Archives Access Policy

St. Johnsbury Athenaeum Mission Statement

The St. Johnsbury Athenaeum is committed to preserving its National Landmark building, collections and furnishings, and promoting life-long learning through art, literature, and information services.

St. Johnsbury Athenaeum Archives Mission Statement

The Archives of the St. Johnsbury Athenaeum has been established for the purpose of collecting, preserving and making available for research materials that document 1) the history, development and functions of the Athenaeum (Institutional Records), and 2) the history of St. Johnsbury, the Northeast Kingdom, and the State of Vermont. (Local History Collection).

In general, these purposes fall into four categories: identification and collecting of permanently valuable institutional records and local history materials, preservation of materials, reference use of materials, and the promotion/appreciation of organizational and community heritage and history.

Statement of Responsibility

The Library Director is responsible for administering access to the Archives. The general public must filter requests to view, reproduce, and publish material through the Library Director or her designee(s)(s). The Library Director or her designee(s)(s) will serve researchers by drawing on and making available cataloging records, finding aids, indices, inventories, and any other existing descriptive tools.

Archives Hours of Operation

The Archives will be made available to the general public by appointment only. The Library Director or her designee(s)(s) must be present to supervise researchers and provide access to materials. No one will be permitted to “help themselves” to materials under the physical or intellectual control of the Archives program. The research needs of staff will assume precedence.

Restrictions

Some materials may be restricted. Reasons for restricting access to materials may include – preservation concerns, donor restrictions, or confidentiality. Restrictions of this nature will be assigned during processing by the Library Director and consulting archivist and administered by the same. Restrictions will be assigned and enforced uniformly and clearly stated in all descriptive tools. Access to unprocessed collections will be administered on a case-by-case basis, based on the physical condition and organizational state of the records.

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Reference Requests

The Library Director or her designee(s)(s) will make every attempt to promptly reply to reference requests received by letter, phone, or email. In the event that a question can not be answered expediently, contact will be made with the researcher indicating that the query has been received and a reply is forthcoming. The Library Director or her designee(s)(s) will provide between 15 and 30 minutes of gratis reference and research services. Beyond that individuals will be encouraged to come do research in-person and/or referred to a list of outside researchers (See Appendix A). There may be instances where the Archives program and/or the institution will benefit heavily from publicity generated through research conducted with the collections. In such cases, more reference services may be supplied by the Library Director or her designee(s)(s) and/or other staff persons. While staff are encouraged to perform their own research using collections, there may be instances where the Library Director or her designee(s)(s) assists with staff research projects that relate to institutional priorities.

On-site Research

Researchers and staff members may conduct research with the Archives collections under the supervision of the Library Director or her designee(s)(s). The Library Director or her designee(s)(s) will forward any descriptive tools that relate to the researcher's interest ahead of time if possible, and all such tools will be made available on-site. *Research is to be conducted only under the supervision of the Library Director or her designee(s)(s).* Researchers will be asked to use pencils for note taking, to use clean hands when handling materials, and to view materials one folder at a time, leaving documents in the exact order in which they have been arranged. These rules will be clearly stated on the user registration form (See Appendix B), but will be verbally enforced by the Library Director or her designee(s)(s) as necessary.

New researchers (including staff) will be required to fill out a user registration form (See Appendix B), which will be placed on file, and to sign in and out in a log. Researchers will use a call slip (See Appendix C) to request individual boxes or folders as needed. Call slips will be filed until the information they contain can be compiled for statistical purposes.

Researchers will not be permitted to work in unsupervised areas. The Library Director or her designee(s)(s) will make appointments to work with researchers at times when they can be on-hand to provide supervision and access to materials and answer any questions that may arise.

Confidentiality

In accordance with the Society of American Archivist's Code of Ethics, the Library Director or her designee(s) will attempt to facilitate the exchange of information by individuals conducting research on the same topic. This is addressed in the user registration form,

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where individuals are (optionally) asked to identify their areas of interest and to indicate whether or not they would like to make their contact information available to others.

In the event that an individual wishes to keep their research topic confidential, the Library Director or her designee(s) will respect this. Furthermore, a researcher need not reveal their research topic to gain access to materials.

Reproduction

Researchers may request reproductions of materials. The Library Director or her designee(s) is responsible for reproduction, in order to ensure proper handling of materials. To receive reproductions of materials in any form, the researcher must sign an agreement (See Appendix D) and pay the associated fees (See Appendix E). Staff desiring reproductions of archival materials for work affiliated with the institution will pay for them from their own budgets.

Publication/Usage

Permission to quote extensively from materials held in the Archives or to publish reproductions of materials from the Archives should be applied for in writing. Publication fees will be charged (See Appendix F). Materials published in the course of the institution's promotional work will not be subject to these fees.

Copyright

The Archives houses many materials where the copyright disposition is unknown or unclear. See Appendix G for a useful tool in determining when works have passed into the public domain. While the Library Director or her designee(s) will make every attempt to identify copyright holders and to communicate information to researchers, all written and verbal agreements should make it clear that responsibility for complying with copyright law rests with the researcher/user of the materials.

Loans

The Library Director is responsible for tracking loans of materials using existing loan forms. This applies to both internal loans (to staff members) and external loans (to institutions, etc.). Loans of materials to individual researchers is discouraged. Loans of photographs for the purpose of creating reproductions is discouraged.

Statistics

The Library Director is responsible for compiling statistical and anecdotal information about the use of the Archives at the year end to form a portion of an annual report.

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Appendix A - Researcher referral list

As the Athenaeum's resources are very limited, you may wish to contact someone to conduct research for you. The people listed below do genealogical research for a fee. They are not on the staff of the Athenaeum or any of the partner institutions in the St. Johnsbury Archives Collaborative. St. Johnsbury Athenaeum does not assume any responsibility for the searches made. Please mention that you found their name through the St. Johnsbury Archives Collaborative and the St. Johnsbury Athenaeum.

Ann and Stuart G Smith
3033 VT Rt 15
Danville VT 05873
802-563-2630
annenstu@together.net

The Smiths do research at the St. Johnsbury Athenaeum. The Athenaeum has a nearly complete set of the Caledonian Record, the town's daily newspaper, formerly a weekly, on microfilm. The Smiths are writing and desktop-publishing an index to the Caledonian Record.

Howard Reed
4 Carey Place
St. Johnsbury VT 05819
802-748-3617
howardreed@kingcon.com

Mr. Reed is the former Chief Curator at the Fairbanks Museum and he is very knowledgeable about area families.

Tony Pare
145 Highland Ave.
Newport VT 05855-4906
802-334-8519

Tony Pare is a member of the Vermont Civil War Hemlocks, a Civil War re-enactors group. He is an expert Civil War (1861-1865) researcher.

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Appendix B - Researcher Registration Form

Today's Date: _____

First name: _____ Last name: _____

Professional affiliation: _____

Mailing address: _____

Phone: _____ Fax: _____

Email: _____

Topic(s) of interest (optional):

Would you like us to refer you to other researchers in your area of interest?

Conditions governing use of archival materials:

- Pencils will be used at all times when working with archival collections. Pens are not permitted. Do not mark or alter materials held in the custody of the archives.
- Clean dry hands shall be used to handle materials. In certain instances, the Library Director or her designee(s) may require the use of gloves prior to the handling of materials.
- The researcher is required to view, handle, and leave materials in the exact order in which they are arranged.
- All reproductions (photocopies, digital copies, photographs) will be made by the Library Director or her designee(s) at their convenience. Fees are charged for the reproduction of materials.

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- Permission to publish materials from the Archives must be sought in writing. Use fees are required to publish materials in periodicals, books, advertisements, web sites, etc.
- The researcher accepts responsibility for complying with current United States laws pertaining to copyright, in the course of their research and use of materials in the St. Johnsbury Athenaeum Archives.

I have read and agree to the above conditions, governing use of archival collections at St. Johnsbury Athenaeum.

Signature

Date

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Appendix C - Call Slips

Name: _____ Date: _____

Materials requested: _____

Collection # _____ Collection name _____

Box # _____ Folder # _____

Notes:

Name: _____ Date: _____

Materials requested: _____

Collection # _____ Collection name _____

Box # _____ Folder # _____

Notes:

Name: _____ Date: _____

Materials requested: _____

Collection # _____ Collection name _____

Box # _____ Folder # _____

Notes:

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Appendix D - Reproduction Agreement

Name: _____ Date: _____

Materials to be reproduced: _____

Method of reproduction: _____

Intended use of reproductions (check one):

_____ These materials are for personal use and will not be exhibited, published, or reproduced.

_____ These materials will be reproduced and/or publicly displayed (See attached Use Agreement).

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or 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 may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

This agreement does not grant any rights or licenses with regards to names or likenesses, images, trademarks, copyright, or other proprietary rights. It is the responsibility of the user to secure permission from the appropriate copyright holders. The requestor uses the materials at their own risk.

I have read and agree to the above conditions governing reproduction of archival materials from the collection of St. Johnsbury Athenaeum.

Signature

Date

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Appendix E - Reproduction Fees

Photocopies	.25
Digital print outs	2.00
Digital files	20.00

(Digital files are only supplied if usage fees have been paid – see Appendix F, Use fees and agreement)

Photographs	
4 X 5 print	10.00
5 X 7 print	14.00
8 X 10 print	18.00

A handling fee of \$10.00 will be charged per photograph order, and an additional \$8 will be charged when a copy negative needs to be created. The institution retains the copy negative.

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Appendix F - Use Fees and Agreement

Name: _____ Institutional name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Materials to be reproduced/used:

Credit as (to be filled in by the Library Director or her designee(s)):

Intended use of materials:

_____ Commercial decorative display (\$25) _____ In advertisement (\$75)

_____ In publication – including books, brochures, magazines, newspapers, films, video productions, television programs, and web sites (\$50)

Explain (provide citations, titles, publishers, details, as requested):

This agreement is for one-time, non-exclusive use of the materials. Additional uses must be negotiated under separate contract.

This agreement does not grant any rights or licenses with regards to names or likenesses, images, trademarks, copyright, or other proprietary rights. It is the responsibility of the user to secure permission from the appropriate copyright holders. The requestor uses the materials at their own risk.

I have read and agree to the above conditions governing use of archival materials from the collection of St. Johnsbury Athenaeum.

Signature

Date

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Appendix G - When Works Pass into the Public Domain

By Lolly Gasaway

University of North Carolina

Last update: 9/18/01

Date of Work	Protected From	Term
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years ¹ (or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation ²
Published before 1923	In public domain	None
Published from 1923 - 63	When published with notice ³	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964 - 77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

¹ Term of joint works is measured by life of the longest-lived author.

² Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).

³ Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if, e.g., registration was made within five years. 17 U.S.C. § 405.

Notes courtesy of Professor Tom Field, Franklin Pierce Law Center