

***SPECIAL COLLECTIONS CARE, ACCESS AND  
USAGE POLICY***

***USAGE.18***

The J. V. Fletcher Library collects, conserves and makes available to scholars and researchers an organized collection of Town- , Commonwealth- , and US-related archives, including volumes, manuscripts, photographs, maps, correspondence and papers dating back prior to Town of Westford incorporation in 1729. Under the governance of the elected Board of Library Trustees, these materials are made available under the conditions and guidelines of the following policy:

***I. GUIDELINES FOR USERS:***

Access to the Historical Collection:

Materials are available for research and study on an appointment basis. Because of the uniqueness of the Mary Atwood Historical Collection, materials are housed in a locked and secure manner, and staff mediation is necessary to use the collection. Contact the Local History/Genealogist Specialist to set up an appointment time and indicate the area of your study and research. Because of the uniqueness of the Historical Collections, materials are deemed reference resources and are not available for circulation or inter-library loan.

Materials Allowed in the Mary Atwood Lecture Hall:

Briefcases, bags, purses, backpacks, newspapers, large notebooks and any other bulky items must be left in the Information Services office. Only paper and pencil may be brought into the research area. No pens of any sort are permitted. Permission is required for the use of a portable computer, typewriter or tape recorder by a researcher.

Retrieval of Materials for the Researcher:

Books, manuscripts, photographs and other materials are retrieved from storage by staff only. Please provide a call number and brief title or reference where available, or as complete a description as possible of research parameters. Only one manuscript box will be made available to researchers at a time. No more than three rare book volumes may be consulted at any given time.

Care and Handling of Unique Materials:

Materials should be handled with respect and with concern for preservation of the item. All materials should be handled as little as possible, however, delicate or fragile items may require the use of cotton gloves (which will be provided), or may be limited to staff handling only. All materials should be kept flat on the research table, with nothing placed on top (including paper or notecards). Researchers must insure that the existing order of manuscript materials in either folders or boxes is retained. If photocopying is required, please contact a staff member.

Photocopying of Unique Materials:

Photocopying will be done only by the librarian. As not all materials are in a condition that will withstand the photocopying process, the librarian will have final authority to decide which materials are suitable for photocopying. Copies are provided for study purposes only; see publication and copyright guidelines below.

Marking, Altering or Damage to Unique Collections:

Library historical materials may not be **marked, damaged or altered** in any way. This includes the use of self-adhesive post-it notes, paper clips, pens, highlighters, etc. Materials may not be removed from the premises without written permission of the Director. Penalties for damage will be consistent with Massachusetts Law (Ch. 266, Sec. 99-100).

Publication and Reproduction Permission:

Copyright protection extends to all unpublished works now protected under common law, and hence to the contents of the Historical Collection. It is imperative that researchers obtain permission for the reproduction, photographing or publication of materials from the Director, as penalties for copyright violation are severe. **Permission to publish material from the J. V. Fletcher Library Collection must be obtained in writing from the Director. Please include detailed information on materials to be cited and plans for publication.**

Returning Used Materials at the Conclusion of Research:

At the conclusion of research, please bring all materials to the librarian, and ask to retrieve any stored belongings. All rare materials should be returned at least 15 minutes before closing time.



**II. AGREEMENT BY USERS:**

**Failure to abide** by any of the foregoing regulations will result in termination of privileges and/or prosecution as appropriate.

*By affixing my signature below, I certify that I have read the list of procedures above, and that I agree to abide by said procedures in any use I make of the Historic collections in the J. V. Fletcher Library.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Driver's License No.:** \_\_\_\_\_

**[A Picture ID will be consulted at the time of registering for use of the Historic Collections].**

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For Librarian's Use Only

Collections Used:

**J. V. FLETCHER LIBRARY**  
**Registration and Procedures**  
**for**  
**Historical Collection Use**

In order to better assist you in your research, and to compile statistics on the use of our collection, please supply the information requested below and read completely the procedures and guidelines for library use, signing the agreement found on Page. 2.

Name (please print) \_\_\_\_\_

Permanent Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local (temporary) address: \_\_\_\_\_

\_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Academic Status: Undergraduate \_\_\_\_ Graduate Student \_\_\_\_

Faculty \_\_\_\_ Other \_\_\_\_\_

Subject of Research (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Publication Plans: \_\_\_\_\_

\_\_\_\_\_

Shall we make the information found on this form available to other researchers working in your subject area? Yes \_\_\_ No \_\_\_



The above-referenced regulations must be observed while conducting research at the J. V. Fletcher Library. You are asked to sign the statement agreeing to abide by these procedures. These regulations are intended to provide researchers access to collections while at the same time preserving these materials for future generations.

APPROVED: 9/30/96; 4/5/04; 4/9/12.

DEED OF GIFT TO THE J. V. FLETCHER LIBRARY

By these presents I (we) irrevocably and unconditionally give, transfer and assign to the J. V. Fletcher Library Board of Trustees by way of gift, all rights, titles and interests (including all copyright, trademark and related interests), in, to, and associated with the object(s) described below. I (we) affirm that I (we) own said object(s) and that to the best of my (our) knowledge copyright, trademark and related interests to give.

Description of Object(s):

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- Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Donor
- Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Donor

The J. V. Fletcher Library Board of Trustees hereby acknowledge the receipt of the above Deed of Gift.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Library Representative

**AGREEMENT for outgoing loan:**

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
(agency's/researcher's name)

\_\_\_\_\_  
(address)

CARRIER: \_\_\_\_\_

The objects listed below are borrowed for the following purposes only:  
\_\_\_\_\_  
\_\_\_\_\_

For the period \_\_\_\_\_ to \_\_\_\_\_

Location of objects while on loan \_\_\_\_\_

Received by: \_\_\_\_\_

Description of object(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use continuation sheet if necessary)

Insurance Value: \_\_\_\_\_

The borrower(s) shall be responsible for the safekeeping of objects entrusted to them. The borrowers shall maintain insurance on the objects at the value listed on the receipt. The building housing the objects shall be adequately staffed and utilize an adequate security system.

Lender: \_\_\_\_\_  
(Library Agent)

# ARCHIVAL REPRODUCTION REQUEST FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PUBLICATION TITLE: \_\_\_\_\_

PUBLICATION DATE: \_\_\_\_\_

ARCHIVAL MATERIAL BEING REQUESTED FOR REPRODUCTION:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## SCHEDULE OF COSTS & CONDITIONS:

### **COSTS:**

<b>Photocopies</b>	<b>\$0.10 per page</b>
<b>Scans</b>	<b>\$1.00 per image (regular paper)</b>
	<b>\$5.00 (photographic paper)</b>
<b>Disks</b>	<b>\$2.00 per disk</b>
<b>Professional Photographs/Negatives/ disks</b>	<b>at cost</b>
<b>Postage</b>	<b>at cost</b>

### **CONDITIONS:**

- There will be a \$25.00 "one time use" per image fee for publishing materials archived in the J. V. Fletcher Library collection (for-profit rate); \$10.00 "one time use" per image fee (non-profit institution rate) at the discretion of the Director.
- Payment may be waived at the discretion of the Director
- Credit for materials published shall be acknowledged as follows:

**Published by permission of the Trustees of the  
J. V. Fletcher Library, Westford MA**

- Payment will be rendered prior to the release of materials; checks may be made out to the "J. V. Fletcher Library Restitution Account."