



CLARENCE S. METCALF GREAT LAKES MARITIME RESEARCH LIBRARY POLICIES

The Great Lakes Historical Society

29 February 2008

I. Purpose: To make known the history of the Great Lakes and to preserve documents

II. General Nature: Private research facility

- A. Private in that The Great Lakes Historical Society (hereafter GLHS) can restrict usage
- B. Private in that GLHS charges a fee
- C. Not a “loaning” public library
- D. For research primarily

III. Specific Nature: Accessibility

- A. Who can use the collection
 - 1. All GLHS members (unless banned for cause)
 - 2. Anyone approved by GLHS staff
 - 3. Students under 17 years of age, if accompanied by a parent, guardian, teacher, etc.
- B. How researchers can access the collection (general)
 - 1. Email
 - 2. Mail
 - 3. Phone
 - 4. On-site
- C. How researchers can access the collection (specific) — On-Site
 - 1. Closed stack library
 - a. Materials are pulled from the stacks for the researcher by GLHS staff or assigned volunteer
 - b. Restricted amount of material will be pulled at one time
 - 2. Researchers’ personal effects should be set aside, away from the reading room table
 - 3. Only pencils can be used
 - a. GLHS will provide pencils if needed
 - b. No pens permitted
 - 4. Use of a laptop computer is permitted when approved by GLHS staff
 - 5. Use of scanner or photographing of elements of the collection permitted only with prior approval of GLHS senior staff
 - 6. Researchers must fill out library use form and provide ID
 - 7. GLHS cannot guarantee access to the library unless at least one (1) week’s notice is given

D. Fees for usage

1. GLHS Members

a. Research On-Site

Personal use and self-publishing: No Charge

Publishing house supported: \$30.00 per day flat rate

b. Research via email or telephone

First hour free; \$5.00 per hour, maximum \$10.00

c. For any information mailed to a researcher, shipping and handling charges will be added to cover postage and materials costs

d. Fee must be received before information is shipped (payment accepted via check, cash, MasterCard, Visa, American Express, Discover)

2. Non-Members

a. Research On-Site

Personal use and self-publishing: \$15.00 per hour, maximum \$30.00, minimum \$7.50; no charge if nothing is located

Publishing house supported: \$60.00 per day flat rate

Non-profit organization project: Executive Director's discretion to waive fees

b. Research via email or telephone

Minimum \$7.50, \$15.00 per hour, maximum \$30.00; no charge if nothing is located

c. For any information mailed to a researcher, shipping and handling charges will be added to cover postage and materials costs

d. Fee must be received before information is shipped (payment accepted via check, cash, MasterCard, Visa, American Express, Discover)

E. Other Fees

1. Photocopying

a. Members: \$0.10 per page

b. Non-Members: \$0.25 per page

2. Reproduction Services (members and non-members)

a. Digital reprints on photo paper (from photo, slide, or negative)

4" x 6" \$6.00

5" x 7" \$8.00

8" x 10" \$10.00

b. High dpi digital scan, provided on CD-R

Any size photo up to 8" x 10" \$8.00

Larger photos Prices Vary

c. Ship Plans

Ship plan copies on paper \$1.50/square foot

Ship plan scans on CD-R \$10.00/first scan, \$5.00 for subsequent scans

d. Publishing rights—still usage (members and non-members)

For-profit institutions \$50.00

Non-profit institutions \$25.00

Web-based publishing (one site) \$25.00

e. Publishing rights—video

One year usage (minimum of one minute) \$250.00/min

Universal usage (minimum of one minute) \$750.00/min

f. Other services available—call for more information

Large format photograph scans

Photographic reprints from photos, negatives, or slides