

POLICY COLLECTION

for the

Henn-Johnson Library and Local History Archives Foundation

A Research Facility for Historic Lincoln, New Mexico

[www:hennjohnsonarchives.org](http://www.hennjohnsonarchives.org)

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I. Policy On Requesting Appointment For Research at Henn-Johnson Archives

A. **Please Note:** All research is to be done by appointment only and at the Henn-Johnson Foundation facility in Lincoln, New Mexico.

B. A ***Request for Appointment Form*** is found in the attached Appendix.

1. The completed *Request for Appointment Form* (H-JLA Form # 1) must be attached in an email or by regular mail to the Archivist at info@hennjohnsonarchives.org or P.O. Box 141, Lincoln, NM 88338. N
2. Our apologies, but no telephone requests can be accepted.
3. Persons requesting an appointment will be notified by the Archivist within 7 working days if the requested appointment can be scheduled at the requested time. Every effort will be made to accommodate patrons.
4. Copies of material cannot be sent by mail or email: The requesting party must come to the Henn-Johnson Foundation facility to research or copy materials.

D. In your Appointment Request, please allow sufficient time to complete your research and for the staff to handle any duplication requests.

E. On the date of your appointment, you will be asked to sign an acknowledgement that you have read and agree to comply with all Henn-Johnson Policies and Procedures.

Please Note:

The Henn-Johnson Foundation recognizes and adheres to the rule of Fair Use, as follows:

WARNING CONCERNING 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 may be liable for copyright infringement.

II. Policy For Use Of Research Room

- A. The Henn-Johnson Research Room is reserved for researchers of Henn-Johnson materials only.
- B. An archivist will be present in the Research Room.
- C. Henn-Johnson materials of all formats may be used in the Research Room only.
- D. Patrons may only bring pencils, blank paper, non-flash camera, and/or laptop into the Research Room.
 - 1. Coats, back-packs, fanny packs, tote bags, briefcases, and laptop cases are not permitted in the Research Room and must be left with the Archivist before entering the Research Room.
 - 2. The Henn-Johnson Foundation is not responsible for loss or damage to any items patrons bring with them.
 - 3. Cell phones are to set on OFF.
 - 4. Non-Foundation books, three-hole binders, or other working papers needed for research are allowed on a limited basis; they must be checked by archivist upon entering and leaving the facility.

III. Policy On Behavior In The Research Room And Foundation Facility.

I. The Foundation has an obligation to its researchers to manage any type of disruptive behavior in a professional and rapid fashion. Therefore, the Foundation reserves the right to refuse services to any user who, among other action, acts irresponsibly by disrupting the use of the facility, by being disrespectful to other users or to staff, or being careless with or causing damage to material.

Irresponsible behavior includes, but is not limited to, the following:

1. rudeness including loud and offensive language
2. unreasonable demands for service
3. being under the influence of controlled substances or alcohol
4. threatening or erratic behavior

B. If confronted by a patron acting irresponsibly or disrespectfully, the Archivist or any other staff may take the Immediate following steps:

1. ask the patron to cease the behavior based on this policy,
2. tell patron he/she must leave the facility, and
3. call the Lincoln County Sheriff's office to have a problem patron escorted from the facility.
4. additional corrective action up to and including banning the patron permanently from Henn-Johnson facilities.

C. An *Incident Report* will be filed with the Foundation Board any time staff utilizes the right to refuse policy. The Incident Report will also be filed with the Lincoln County Sheriff's office.

IV. Policy On Research and Archival Retrieval

- A. Patron will fill out a *Research and Archival Retrieval Request Form* (H-JLAForm # 2) and give it to the Archivist.
- B. There will be a separate Request Form for sets of materials. A request for books may list four titles at a time.
- C. The Archivist shall make decisions on the use of materials following the policy stated below:
1. Patron may only use materials in the Research Room of facility.
 2. The use of protective gloves may be required with certain documents.
 3. While working, patron is responsible for all records delivered to him/her.
 4. Archivist may limit quantity of documents delivered to work area at one time.
 5. Patron may only work from one container (box, folder or container) at a time.
 6. Patrons may not write on, lean on, fold, trace, erase, staple, or handle documents in any way likely to cause damage.
- D. Patrons must keep unbound records in the order in which they are delivered to him/her by the Archivist. If any documents appear to be out of sequence, they are not to be re-arranged by patron, but must be referred to the Archivist.
- E. When patron is through with items, they will be checked for completeness by archivist before other requests by that patron are filled.
1. If patron must leave Research room for even a short time for any reason, all documents must remain in the Research Room.
 2. When patron is finished using records or books, they are to be returned to Archivist for proper storage or re-shelving.
- F. No additional materials can be requested within 30 minutes before closing.

V. Policy On Copyright And Use of Material/Notice Of Intent To Publish

The Henn-Johnson Foundation recognizes and adheres to the rule of Fair Use

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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A. Permission to examine or read documents and books alone is not an authorization to publish.

B. If applicable, patrons of the Henn-Johnson Library and Archives must fill out a *Use of Material/Notice of Intent to Publish Form* (H-JLA Form # 4).

Please Note:

1. The Henn-Johnson Foundation does not hold the copyright to some of the materials and books in its collection
2. It is the responsibility of the patron to obtain any required copyright permissions from the copyright holder, particularly if there is a copyright issue presented by the use of any archival material.

C. No previously published work will be copied in its *entirety* without explicit written permission from the copyright holder, obtained by the patron. This may be a letter from the copyright holder (with its envelope) or a copy of the entirety of an email exchange, including all dates and times of request and the reply. The mail or email record must be presented to the Archivist before book can be copied.

VI. Policy On Copying-Duplication

- A. Patron will fill out a *Copy-Duplication Request Form* (H-JLA Form# 3) indicating what is requested to be copied.
- B. Documents and book pages may be copied for a fee.
1. Fee schedule is posted in Research Room, and contained in Appendix A (H-JLA Form #3A).
 2. Personal checks and cash are accepted. We regret credit/debit cards cannot be accepted.
- C. The Archivist alone will determine what may or what may not be copied.
1. Certain items may not be copied due to physical condition, possible damage or legal restrictions.
 2. Copies may only be made by Archivist on Henn-Johnson copier.
 3. Patron is not to remove document from box or folder for copying.
 4. There will be no tagging with adhesive note pads or with paperclips on any material or book pages.

VII. Policy On Citations And Credit To Henn-Johnson

Documents and Photographs used in any publications, exhibits or other use must be properly cited and credited, following this format: **“Courtesy of The Henn-Johnson Library and Local History Archives Foundation, Lincoln, New Mexico.”**

APPENDIX

Request for Appointment

H-JLA Form# 1

Today's Date: _____

We welcome your interest in doing research at the Henn-Johnson Library and Archives Foundation facility. Please visit our website (www.hennjohnsonarchives.org) to familiarize yourself with policies and expectations of the Library & Archives. Understanding such things as fees and what is allowed into the facility will make a visit smoother and more productive.

The Archivist will send a response to your Request for Appointment within 7 working days from its receipt. Every effort will be made to meet your scheduled needs.

Name (please print) _____

Company or Institution, if appropriate: _____

Your email address: _____ Phone: _____

Physical Address: _____ Mailing Address _____

City: _____ State: _____ ZIP: _____

Please answer the questions below, and attach the form to an email sent to info@hennjohnsonarchives.org or mail to Henn-Johnson Archives, P.O. Box 141, NM 88338

1. When (month, day, time and length of visit) would you like to come to the facility in Lincoln.

2. Your subject matter for Research in the Henn-Johnson Library and Archives: (please be as specific as possible for the archivist) You may send another sheet if you need more space to reply.

Thank-you!

Date Recorded at Henn-Johnson Library and Local History Archives: _____

Research and Archival Request Form

H-JLA Form# 2

Name (please print) _____ Today's Date: _____

Use one Request slip for each item you wish to see. Give title, author, or date if known.

A copy of each request will remain with the item until you are done, when it will be returned to Archivist with item for re-shelving.

Item: _____

Archivist : _____ Time Returned: _____

_____ Cut here: top copy to go with item, bottom copy kept at desk until item returned _____

Research and Archival Request Form

H-JLA Form# 2

Name (please print) _____ Today's Date: _____

Use one Request slip for each item you wish to see. Give title, author, or date if known.

A copy of each request will remain with the item until you are done, when it will be returned to Archivist with item for re-shelving.

Item: _____

Archivist: _____ Time returned: _____

Request for Copy-Duplication

H-JLA Form# 3A

Please note: In order to make duplications from these Archives for other than personal use, Patron must have signed a Use of Material/Notification of Intent to Publish Form. Contact information for patron will be on that form.

Patron Name: _____

One request form per Collection type, please.

_____ from Archival Collection: (title) _____

Page number(s) _____

_____ from Book or Periodical: (title) _____

Page numbers _____

_____ Photograph (location): _____

_____ Front

_____ back?

Archivist will total all duplications and charge according to Fee Schedule posted in Research Room.

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AGREEMENT & SIGNATURE: I certify that the information provided by me herein is correct. Further, I have read, understand, and by my signature below, agree to abide by the rules and regulations as set forth in the Policy" Research and Archival Retrieval".

Signature: _____

Henn-Johnson Library and Local History Archives Research Facility
Lincoln, New Mexico

Approval by Archivist: _____ Date: _____

A copy of this form, with any available copyright information, will be returned to patron.

Henn-Johnson Library and Local History Archives Foundation

Fee Schedule for Copy-Duplications

		TOTALS
Manuscript/book pages	# of pages _____ x 15 cents each	\$ _____
Color Copies	# of pages _____ x \$1 each	\$ _____
Photographs (front and back)	# of photos _____ x \$5 each _____	\$ _____

H-JLA Form# 4

