



## Photographic Image and Document Policy

The Shiloh Museum of Ozark History's holdings include over 500,000 images in the Mary Dudley Parsons Photograph Collection, over 10,000 archival items, an extensive research file, and a small book library. These resources are available to the public for uses such as publications, films, videos, decoration, genealogy, historic preservation, and advertising. The museum also uses the items in its own books, brochures, films, publicity, educational programming, and exhibits.

### GETTING STARTED

**Appointment policy:** If you would like to view photographs, documents, research files, etc., please try to make an appointment. This is to your advantage! Items can be located ahead of time and you will be assured that qualified staff will be available to allow access. We have limited library space and a small staff. Limited research access is available on Saturdays and holidays. While researchers with an appointment will take precedence over those who are drop-ins, we will work to help everyone as much as possible. No more than two research groups will be allowed in the library at one time. If we are unable to fulfill a research request during the time you are here, efforts will be made to send the information to you at a later date.

**Research information form:** Upon arrival, you will be asked to complete a form that will include your name, address, phone, the topics(s) that are being researched, and what the research will be used for. This information is not required, but such information helps us understand how our collections are being used. In the past, the information has also allowed the museum to supply additional, newly discovered material to researchers.

### SECURITY AND PRESERVATION STANDARDS

Bags, purses, briefcases, notebooks, coats, etc., should be placed in a space provided. Food, drink, and smoking are not permitted. Children must be under adult supervision at all times.

If you need to make notes:

- You may only use PENCILS.
- Scrap paper will be provided to you for any note taking.
- Personal items such as computers, files, notebooks, etc., may be used with permission from library personnel and will be thoroughly checked before you leave the library.
- Do not add or erase marks on materials. To mark a place in books or folders, use only materials provided by museum staff. Never place an open book face down.

You may be required to wear gloves (provided) while using museum materials. Photographs, documents, and other items should be handled carefully and fragile items should remain flat on the table. A few items may be handled only by qualified staff. Care should be taken to keep items in order. The museum reserves the right to deny the handling or copying of any object if that object would be harmed by such a procedure. A museum staff member will be present at all times while researchers are in the library. Researchers may be asked to leave if the staff member on duty has to leave. Researchers are not allowed to directly access the card catalog, computer

catalog, photographs, research files, collections, or books on their own. A museum staff member will bring you the materials that you request. Researchers are responsible for compliance with laws governing copyright and literary property rights. Neither the granting of access to materials nor the copying of materials convey or imply conveyance of the right to publish or use the materials in any way. No photographs or negatives will be loaned.

## **USE OF PHOTOGRAPHS AND DOCUMENTS**

Permission will be given for a one-time-only use. Separate permission must be obtained for each subsequent use. Photographs and/or printed and written material displayed in public and/or printed in a publication must include a credit line that will be provided by the Shiloh Museum. A format will be provided, but the credit line may be formatted in the style of the publication, exhibit, or production. In publications, the credit line should appear next to or under the item, in footnotes, or in the credit section of the publication. In film and video, the credit line should appear with the other credits. In exhibitions, the credit line should appear either with the item or in a credit panel.

The museum director reserves the right to decline requests for photographs and/or printed and written material. If the person requesting the use of the material is unhappy with the director's decision, he or she can bring the matter before the Shiloh Museum Board of Trustees. Examples of when a request might be denied:

- The quality of the user's publication or display is below reasonable publishing standards.
- The request is not made in a timely manner.
- Restricted items and unprocessed collections may be consulted only with the permission of the museum director.

If the material is used in a publication, film, video, etc., one copy of that product should be sent by the user to the museum for inclusion in the museum's collection at no cost to the museum.

## **HOW THE SHILOH MUSEUM ACQUIRES PHOTOGRAPHS**

Photographs most frequently become a part of our collection by donation or loan. With loans, the museum staff makes and retains a negative and a file print of the loaned photograph. The original photograph is then returned to the owner. If a negative is loaned, the museum staff makes and retains a print and then returns the negative to the owner. Information about each of the items will be recorded. The kinds of information include names of the people in the photograph, the place it came from, the town, the county, what activity is taking place, the date, the photographer, and any other information that would be of interest to researchers. No photograph or negative outside the collecting area of the museum will be accepted unless the item is relevant to the museum's mission. When a photograph or negative is donated or loaned to the museum, the museum then has the right to provide the item to the public and to use the item in any of its own endeavors. The donor or loaner of photographs may request one print per photograph (up to 10 photographs) free of charge. Postage and handling fees still apply.

We welcome additions to the photograph collection! If you have photos or negatives relating to the history of Northwest Arkansas that you would like to share, please contact us.