



PATRON NOTES (please keep for your reference)

ABHS Reading Room Hours: 10am-5pm Monday-Thursday.
Closed holidays, the week following Christmas, and occasional other days.

- Please sign our guest register on a daily basis.
- The stacks are closed to the public. Staff will retrieve and reshelve all materials.
- Food and drink, including water, are prohibited in the Reading Room.
- All items (jackets, backpacks, purses, computer cases) that are not needed for your research should be put in the available lockers.
- If you request paper copies, staff will photocopy as time permits and according to ABHS policy, and as condition of the materials allows.
- Please see our separate fee schedule for details of fees.
- The researcher agrees to keep confidential any personal medical, financial, or other private information such as social security numbers or passport numbers that may be found in the records. The researcher should bring the presence of such private information to the attention of staff.

Handling of Archival Materials

- Use pencils only; pens are not allowed at research tables. Pencils are available for researchers' use.
- All papers should remain flat on the table or placed on book cradles. Archival 'snakes' are available to help hold pages open.
- Gloves must be used when handling photographs and some items from the Rare Book Collection.
- Work with one box, and one file at a time. Archival files, and the items inside them, must remain in order.

Conditions for duplication or reproduction of materials in the ABHS collections:

1. Duplication of archival and library materials is **for use only in research and private study** by the researcher. **Materials may not be reproduced in full or in part without written permission from ABHS.** Researchers may not place copies at other repositories without prior written consent of ABHS. Copies may not be uploaded to the internet/web. Note: **ABHS limits the amount of original manuscript materials that may be reproduced to no more than 25% of any collection or manuscript volume.**
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In addition, **if an author or editor wishes to publish from manuscript or archival materials held by ABHS, written permission must be secured from the Archivist or Director.** Contact ABHS for permission to publish ABHS collection materials.

3. **Offsite researchers** seeking reproductions of ABHS materials should request those materials through the ABHS Research-by-Mail service. Research-by-Mail fees, charged by the hour, cover staff labor costs connected with locating the appropriate collection materials. Reproduction fees are in addition to the research-by-mail charges. The researcher agrees to pay the full cost of copies ordered, including labor charges, postage and handling, and other charges, as applicable.
4. **Onsite researchers** may use personal devices (cameras or cell phones) to photograph materials. Scanning/photography **equipment, as well as the collection materials** to be photographed, **must be pre-approved by ABHS staff.**
In some cases, copyright law or other restrictions may prohibit the use of cameras. Researchers must turn off the camera's flash and silence any camera sounds. **Researcher-made images** are for personal use only and **may not be published.**
Photographs by researchers, including of microfilm scans, are subject to a Camera Fee.
5. ABHS reserves the right to: 1) refuse to copy any item that may be damaged by the reproduction process; 2) refuse to copy items that are restricted by copyright; 3) limit the number of photographic copies, photocopies, or scans.
6. The researcher agrees to indemnify and hold harmless the American Baptist Historical Societies, its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of the use of reproductions provided by the ABHS.

Citations: When citing material from ABHS collections, in addition to information required by your style guide, please include:

Name of Collection, RG or Group number, [Box #, Folder #, or item description], American Baptist Historical Society, Atlanta, Georgia.

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37 C.F.R. §201.14



Research and Duplication Agreement

Please Print

Name _____

Institutional Affiliation _____

Postal Address _____

City, State, Zip _____

Country _____

Phone _____

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Nature of research:

- Article
- Congregational History
- Genealogy
- Dissertation
- Masters' Thesis
- Course paper
- Staff Assignment
- Other (describe) _____

Research Topic (Please describe briefly):

May we refer other researchers to you? ___Yes ___No

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I have read the patron requirements and reproduction conditions, and agree to abide by them.

Signed _____

Date _____

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In effect from 1 September 2019

FEE SCHEDULE

Research fees

Research in Reading Room (if fewer than 4 days)	\$10.00/ day
Research in Reading Room	\$35.00/ week (M-Th)
Research in Reading Room, student rate, with valid student ID	\$5.00/ day
Researcher-made reproductions (including microfilm copies)	\$15.00/ day
Research in Reading Room by faculty, staff, or students of Colgate Rochester Crozer Divinity School or Mercer University	no charge
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- Surcharge for postage and packaging Consult staff
- Surcharge for fragile or bound materials \$10.00/ order

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Fees are subject to change without notice.

In effect from 1 September 2019