

# Sulphur Springs Public Library Special Collections & Archives

## Contents

- A. Access Policy
- B. Camera Policy
- C. Television News Programs & Documentaries
- D. Photographic Use Policy
- E. Photography Policy
- F. Photographic Works, News Clippings, Special Collections Miscellaneous
- G. Restricted Materials

## Access Policy

Beginning 1 March 2009 a new access policy to the library has been instituted. Following are the three types of visitors that will be included in the collection access policy for Sulphur Springs Public Library:

1. **Walk-ins:** Sulphur Springs Public Library staff will provide general access to its special collections (St. Clair Music Box Collection, Sinclair WWII and Collectibles) without pre- authorization for groups of 20 or less. Information regarding these visitors/groups should be collected by front desk staff, if possible.
2. **Short-term:** Groups of more than 20 individuals. Groups greater than 20 should call in advance in order to schedule a visit. An access pass request form for groups of this size or larger must be filled out and left at the front desk with a Sulphur Springs Public Library staff member. The access pass is good for one visit but may be renewed for additional days if requested.
3. **Long-term:** Groups of more than 20 individuals. A courtesy card will be provided to those individuals who plan to visit the collection for long-term research or special project/assignment.

## Camera Policy

The Sulphur Springs Public Library maintains control of and access to the use of all images for which the library has provided designated holdings codes and copyright use restrictions for. Some images may not have a copyright notice; however, this statement serves as a notice to the patron that the images(s) may be protected by copyright even if the notice is not available. Images may not be copied or reproduced without permission of the library.

## Television News Programs & Documentaries

The Sulphur Springs Public Library maintains control over access and use of all images for which they archive and hold the copyright to. Some images may not have a copyright notice; however, this statement serves as a notice to the patron that the image may be protected by copyright even if the notice is not available. Images are to be copied with the copyright statement provided the captured images are not to be used for any purpose other than that stated below.

1. Each reproduction must carry the following credit line: Sulphur Springs Public Library, Sulphur Springs, Texas.
2. In authorizing the use of this material, Sulphur Springs Public Library does not surrender its own right to publish it, or to grant permission to others to do so.
3. This authorization does not affect the recipient's obligation to guard against infringement of the rights of others, including (but not limited to) copyright, rights of privacy and/or publicity.
4. If copyright is not held by the Sulphur Springs Public Library, requestor is responsible for obtaining copyright privileges from the holder. (See back of reproduced photograph for copyright information or inquire with Sulphur Springs Public Library staff.)

## Photographic Use Policy

Photographs and negatives will not be loaned out. Sulphur Springs Public Library will not be the "middle-person" for patrons requesting copies to be made from their personal photographs or for persons who do not use the Sulphur Springs Public Library.

## Photocopy Policy

### General Policy

Photocopies may be made of non-copyrighted and non-restricted materials with prior written permission and may be sent to the library director at Sulphur Springs Public Library, 611 N. Davis Street, Sulphur Springs, Texas 75482, 903.885.4926. Photocopies of copyrighted materials can be made in accordance with the copyright law of the United States (Title 12, U.S. Code) for use in private study, scholarship, or research. Some manuscript collections at the Sulphur Springs Public Library contain "restricted" material. Photocopies of any materials from these collections must be returned to the special collection by the patron who must also complete the Restricted Materials agreement form.

### Photographic Works, News Clippings, Special Collections Miscellaneous

All news clippings should have been stamped with a date and, in many cases, the name of the newspaper (this process still in progress). The Sulphur Springs Public Library owns the copyright for photographic images for all photographic works that are not associated with a publication or firm. For permission to reproduce text and drawings from all or any special collection, please contact the Sulphur Springs Public Library at Sulphur Springs Public Library, 611 N. Davis Street, Sulphur Springs, TX 75482 or 903.885.4926.

### Restricted Materials

Use of the special collections may be restricted for any given purpose, or as determined necessary by the library director. Restrictions may be placed on individual items as well as all items within the collections, such as secure or vaulted items. If so, patron/researcher will be alerted to this possibility. The following procedures will be implemented when using restricted materials or photocopying from collections containing the designated status of "Restricted Materials."

1. User needs to fill out a "Restricted Materials" form.

2. User needs to provide the Sulphur Springs Public Library with either a permission letter from Agency/Organization or a letter explaining the attempt to contact Agency/Organization.
3. The permission or explanation letter will be filed in the Sulphur Springs Public Library and taken under advisement, whereby the Agency/Organization will be provided a written response within 10 – 14 business days upon receipt of the request.