

SUMMARY OF TARRANT COUNTY ARCHIVES POLICIES

as of March 2015

- **ARCHIVES USE:** All patrons are assisted at the front counter; no researchers are allowed in the staff-only area. All researchers are required to fill out a user agreement, which must be updated during any subsequent visit if any information has changed.
- **STANDARD COPIES:** Black-and-white copies of archive collections that are standard paper sizes (8.5"x11" or 8.5"x14") and that do not require special handling are ten cents (\$0.10) per page.
- **NON-STANDARD COPIES:** Archive collections that are non-standard copy sizes larger than 8.5"x14" or copies of items that require special handling are fifty cents (\$0.50) per page. The Archives can only provide black-and-white copies of non-standard materials up to 11"x17".
- **SCANS:** At the advance request of the patron, Archives staff may provide a full color .pdf scan at the same charges as a physical copy applying ten cents (\$0.10) per page for standard pages and fifty cents (\$0.50) per page for non-standard size items or items requiring special handling.
- **DELIVERY OF SCANS:** Patrons may request that scans either be sent to a given email address or loaded on a flash drive provided by the patron.
- **STAFF TIME:** Archives staff and staff time is limited. Staff will assist a patron in retrieving requested archive collections as promptly as possible. Turnaround time will depend on the number of requests and tasks already being handled. The Archives staff do not perform individual research tasks for patrons.
- **LARGE REQUESTS:** A labor charge of fifteen dollars (\$15.00) per hour will be applied to all projects taking an hour or more of staff time. A written cost estimate will be provided in advance. A large request may be defined as one hundred (100) or more pages of standard copies; fifty (50) or more pages of items of nonstandard size; or projects requiring special handling of materials.
- **PAYMENT:** Payment is required before receipt of copies or scans. Payments can be made in the form of cash or check. However, note that if payment is made in cash that exact change must be submitted, due to the fact that this Office is not able to make change. Additionally, this Office does not accept debit or credit cards. A receipt will be provided.
- **DIGITAL IMAGES:** For items that are too large or too fragile to place on the copy machine, patrons are permitted and encouraged to use their camera or phone to take digital images. There is no charge if a patron chooses to do this.
- **TCHC COPIES:** Tarrant County Historical Commission members may request copies from the Archivist without charge only if those copies are for Tarrant County Historical Commission business purposes. Persons requesting these copies must be the chair or the chair-elect. If another member is conducting official TCHC business, an e-mail or other written note from the chair or chair-elect sent in advance to the Archivist stating who will be requesting copies on behalf of the TCHC will be honored.
- **INTERNET USE:** Public internet use is currently unavailable in the Archives, but Archives staff may demonstrate to patrons search techniques and offer an overview of the Archives website using a Tarrant County laptop if requested.
- **EXHIBIT TOURS:** Any group or individual wishing a tour may contact the Archivist to arrange a tour free of charge. As time allows, tours are available to individuals and small groups without an appointment.