

Amana Heritage Society Policy for Use of Collections

The public has the right of access to the collections of their public museum. The Amana Heritage Society will open its collection to the greatest extent possible. Access is essential for an informed society. It improves public understanding of our unique history and helps to fulfill our social responsibility to share information for the public good.

1. Use of the Amana Heritage Society Museum, Library, and Archives collections shall be only for purposes consonant with the goals and interests of the Amana Heritage Society.
2. Access is by appointment only on weekdays only during regular office hours.
3. If a visit is intended, inquiries should include a brief description of the project, name(s) of individual(s), and intended purpose of research.
4. All researchers must sign in.
5. Bags, purses, briefcases, notebooks, coats, etc., should be placed in a space provided.
6. Food, drink, and smoking are not permitted.
7. Pencils only in the collections areas. Researchers are not to mark or affix extraneous items, such as post-it notes, to any objects or photos.
8. Researchers may only use one box or photo folder at a time and materials are to be handled carefully. Museum staff must supervise persons using the library, archives, and artifacts. Only museum staff may remove or replace materials from their storage places. No materials in the collections shall be allowed to be removed from the premises. The user must comply with all special handling and use restrictions pertaining to specific materials or collections.
9. A user's fee shall be the price of regular admission into the museum each time a user comes to use the library, archives, and/or artifacts. Members have free access and thus a user can choose to become a member instead of paying for each visit.
10. Museum staff may provide limited reference services in response to phone, mail, or email requests. A fee of \$15 per hour will be charged for staff research services.
11. Photocopies of books and documents for noncommercial use may be made if the condition of the material allows and only with the consent of museum staff. A charge of \$.25 per page will be assessed. Scanned images will have a fee of \$3 per image.
12. Use and duplication of photographs or documents in the collection is subject to the following conditions:
 - Photographs must be handled according to staff instructions.
 - If the condition of the photograph allows, photocopies of the image may be made at a charge of \$.50 per photo. Scans may be made for free.
 - The user must obtain proper permission to publish a photograph and agree to the conditions on the Permission to Publish Photographs form. Obtaining release for any copyrighted materials is entirely the responsibility of the user.
13. Users must be aware of and agree to all terms or museum staff can deny access to the collections. Museum staff have the right to deny access to the collections
14. Collections are available on equal terms of access. The Amana Heritage Society will provide fair, equitable and timely access. Rules apply equally to all persons.

User Name Printed

User Signature and date