

**Lincoln Town Archives**  
**Lincoln, Mass.**

**Rules and Guidelines**  
**for the**  
**Use of Archives & Special Collections**

**Access**

The materials within the Lincoln Town Archives are available for use only with the assistance of the Archivist, Librarian, or Town Clerk.

To ensure timely and effective assistance, we recommend that researchers consult with the Archivist or Librarian by phone or e-mail at least 48 hours in advance. Some materials are housed at the Town Hall vault, while other materials are kept at the Library.

By contacting us prior to your visit, the Archivist / Librarian will be able to determine your information and research needs, recommend resources that may best suit them, and set up an appointment with you if archival materials will be needed. These materials will be gathered before your appointment and ready for use when you arrive.

When contacting us, please specify your name and explain the purpose of your research, your research topic, and/or source materials which may be of interest to you so that we may assist you as best as we can.

<b>Lincoln Town Archives Staff:</b>	<b>Archivist:</b> Marie Wasnock, mwasnock@minlib.net  <b>Reference Librarian:</b> Jeanne Bracken, jbracken@minlib.net  <b>Town Clerk:</b> Susan F. Brooks, brookss@lincolntown.org  <b>Library Director:</b> Barbara Myles, bmyles@minlib.net
<b>Contact Information:</b>	<b>Primary site:</b>  Lincoln Public Library 3 Bedford Road Lincoln, MA 01773  <b>Phone:</b> 781-259-8465 <b>Fax:</b> 781-259-1056



## Preservation of Materials

- To preserve and maintain the condition of archival materials, the following items are not allowed in the reading room:
  - Food, drink, and other liquids
  - Pens (ballpoint, highlighters, markers, or ink of any kind)
  - Self-adhesive notes (Post-Its)
  - Glue
  - Tape
  - Scanners
  - Large bags (briefcases, handbags, backpacks, etc.)
- Only pencils, no pens, may be used in the reading room. Personal laptop computers may also be used for note-taking.
- **Please keep all requested materials within their assigned folders and/or boxes and in their original order.** If particular materials are damaged or misfiled, please notify the Archivist or Librarian so that she/he may fix it.

## Handling of Materials

- All requested materials, especially fragile books and documents, must be handled with care. You may be asked to wear gloves while handling certain materials.
- All materials should lay flat on the table. Books should not be pressed open, placed faced down, or leaned upon. Please refrain from using archival materials as writing or leaning surfaces.
- Pages may not be cut out, folded, traced, or marked with pencil or ink in any way.
- Archival bookmarks, magnification aids, and/or other archival quality tools are available for the researcher's use, if needed.
- Photocopying and any form of duplication must be completed by Archives staff.

**Photocopying / Document & Image Reproduction**

- Photocopying and other forms of duplication must be approved and completed by Archives staff. Please fill out the *Photocopying / Reproduction Form* so that we can adequately fill your requests.
- Unless publication permission is sought, all photographic images are provided for personal or educational use only. Images are not to be altered in any way.
- Photocopies and other reproductions will be made for personal use only under the “fair use” provisions of the copyright laws. **Provision of copies does not constitute permission to print or otherwise distribute the images or text.** (For print, broadcast or distribution purposes, please fill out a *Permission to Publish Form*.)
- Some materials may not be duplicated in any form due to donor restrictions and copyright; therefore, please ask the Archivist / Librarian if you would like to photocopy, photograph, or scan materials. **Researchers are responsible for understanding and observing copyright law.**
- Fees for all services will be applied. Pre-payment is required. Please allow 2-3 weeks for processing photo reproduction and other special requests.

Patrons requesting images should provide the following information:

- Transmission of image: Print, CD, or email?
- If print, what kind of paper (matte or glossy)?
- If electronic file, what format (jpeg, tif, or other)?
- Size of photo? (Unless otherwise directed, we will provide an 8” x 10”)
- Specify B&W or Color? (Sepia will be considered color.)

<b>Photocopies:</b>	25 cents per page (B&W)
<b>Document Scanning:</b>	50 cents per page
<b>Photo Reproduction, High-Resolution Scanning &amp; Other Special Requests:</b>	<p>\$25 and up.</p> <p><i>* Fees are dependent on market rate and are subject to change at any time.</i></p> <p><i>*Additional fees for shipping &amp; handling may be charged.</i></p>

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- Permissions to borrow an item (e.g. for display, scanning services, etc.) from the Lincoln Town Archives will be approved on a case-by-case basis.
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### Copyright

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