



National Corvette Museum

LIBRARY & ARCHIVES

General Procedures for Researchers

The following procedures are designed for the protection of the researcher and for the protection of the National Corvette Museum's historical records. Because we maintain archives with unique holdings, we have in place standard archival procedures.

Access and Security

- Research is permitted by appointment only. Research requests must be submitted in writing, and must include the subject matter to be researched and the names of all individuals to be present. Requests should be submitted at least one week prior to requested appointment. The Library & Archives Staff will try to accommodate the date and time requested.
- The researcher will be required to sign a form before the research begins acknowledging that he/she has read and understood the general procedures, and will comply with said procedures.
- Researchers under sixteen years of age must be accompanied by an adult who assumes responsibility for his or her conduct.
- Every effort will be made to accommodate researchers with special requirements for physical access. Such researchers should inform staff of their needs at the time of request for appointment.
- All researchers must permit inspection of their research materials upon leaving the area.
- Researchers will be permitted access only to designated public areas. Library/Archives Staff escort is required in any non-public area.
- Access to any collection may be subject to certain restrictions or use conditions.
- In the event of a fire alarm, researcher must leave all materials, including personal research, on the tables in the area. The researcher(s) must proceed quickly to the nearest exit of the National Corvette Museum building, unless instructed otherwise by security personnel
- Certain items are prohibited in the research area: food, drinks, tobacco products, ink pens, markers, highlighters, colored pencils, Post-it® notes or similar self-adhesive notes, umbrellas, hats (unless worn at all times), long/heavy coats or wraps, scanners/copiers of any type, enclosed items (including, but not limited to, briefcases, purses, bags, envelopes), and any item staff deems a security risk. Copying or reproduction devices of any type, including any device capable of taking photographs (including cell phones), are prohibited unless specific prior arrangements have been made to accommodate them.
- An area will be available for storage of prohibited items.
- NCM authorized staff (Library & Archives staff, Facilities staff, security) are the only people authorized to be in the Archives room without someone accompanying them.
- The public is not permitted in the Archives area without being accompanied by someone from the Library & Archives staff.
- A member of the Library & Archives staff will be present at all times when the doors are unlocked. In the event only one staff member is available and must exit the area, the Archives door shall remain closed and locked. Both the front area and back area of the Library & Archives are monitored by security cameras. The area will not be left unattended if a visitor or researcher is present.
- No original documents, periodicals, books or memorabilia are permitted to leave the confines of the Library & Archives area.

Access to Research Materials

In the research area, original materials will be used under close staff supervision, and personal items, except computers and notes, are not permitted. Any requested copies will be made by Library & Archives staff only and according to the following service fee schedule. Same day service may not be available.

Paper or electronic reproductions of original materials may be available for use by the researcher. Their use may not be as restricted as the originals, although copying or other reproduction (such as photography) is still not permitted except by Museum staff.

Copies and Use of Information

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The National Corvette Museum reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Permission to reproduce materials is not permission to publish. If National Corvette Museum archives material will be used in a publication or on the Internet, permission to publish must be requested through the National Corvette Museum Archives Department.

Service Fees

Service	NCM Member Fee	Non-NCM Member Fee	Student Fee
Research by Museum Staff	10 minutes free or \$20/hour if over 10 minutes	10 minutes free or \$30/hour if over 10 minutes	20 minutes free or \$20/hour if over 20 minutes
In-Person Research	\$15/hour	\$25/hour	\$10/hour
Photocopies	\$0.25/page	Same	Same
Color Scan (to email)	\$0.25/page	Same	Same
Fax Request	\$1 first page, \$0.25 each additional page	Same	Same

Fees are charged in 60 minute intervals; where there is a "free" interval, if the "free" time is exceeded, the entire time will be charged.

The time assessment is based on the entire time that the researcher spends with the Library & Archives staff and/or accessing materials. When the research time is ended, the researcher may remain in the Library & Archives, subject to space limitations, if he or she wishes. If any additional requests are made, the entire time spent will be considered in assessing fees for the additional services.

Proof of membership and/or student status are required for reduced research fees.

** Prices are subject to change.