

Terms of Use – Floyd County Historical Society Archives

Introduction

Since its founding in 1976, the Floyd County Historical Society has been accepting gifts in trust as a part of its mission. Since 2005, with grant and membership support, the Society has been able to acquire space and materials needed to care for these gifts, which meets with industry standards for archival preservation. Volunteers have contributed several thousand hours to carry on this important work.

The Society's Collections

Besides important and historic administrative files for the Society, our holdings include donated items such as scrapbooks, photographs, documents, letters, artifacts, books, and land books. The Society also owns rare rocker beater looms and a number of other important historic artifacts.

The Archives Retrieval Process

The Floyd County Historical Society archives are open to researchers by appointment only. All materials must be retrieved, handled, and supervised by a member of the Society's archives staff. In order to ensure the preservation of the collections, neither browsing nor borrowing is permitted. Some materials are restricted by the donor, and are unavailable for examination or photocopying. It is expected that turnaround time for requests could be as much as four weeks, or more, depending on workload of the archives staff who work as volunteers for the Society.

Copyright Law

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 those 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 Floyd County Historical Society reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

The Floyd County Historical Society Archives: Schedule of Fees

Research Fees

- First half hour of research help, no charge. Additional research time, \$10 per hour.
- Persons or organizations donating photographs or documents to the Society will normally not be charged for access to the item(s) they have donated but they will still need to make an appointment and adhere to the "archival retrieval" process described above. If a photograph or document is donated to the Archives, a free copy will be given to the donor.
- A Floyd County Historical Society member will be allowed one hour per year of research help at no charge, following the above "archival retrieval" process.
- Additional research time, including travel, may be considered or negotiated on a case-by-case basis.

Fees for Copies of Photographs or Documents

- Photocopy of a document – 25 cents per page. If more than 20 copies are requested, then total price will be negotiated as part of the \$10 per hour research fee described above. All copies of photographs will be made from scanned original digital files.
- Photographic prints of color or black and white photographs from scanned images:
\$15 per image or high-resolution digital file for non-professionals, for non-profit one-time use, or for self-published small-print runs.(500 copies or less)

\$50 per image or high-resolution digital file for commercial one-time use.

Images for books, book jackets, calendars, postcards, and other uses will be negotiated on a case-by-case basis.

\$25 per image for use on web sites. This will be a low resolution jpg file.

Commercial films please contact Floyd County Historical Society for pricing information.

Other fees may be negotiated according to project. Non-profit organizations must supply evidence certifying tax-exempt status.

Advertising and Commercial Use

Advertising and commercial-use fees will vary based on usage and distribution and will be considered on a case-by-case basis.

Responding to Requests

It is expected that turnaround time for some orders will be approximately 4 weeks or more, depending on complexity of request, and on availability of volunteer staff to do research and printing. Rush orders may sometimes be accommodated. Whenever photographs or other information from the Society's archives is used, the Society must be given credit as follows: "Floyd County Historical Society Archives."

Payment for Services

All fees must be paid by check made out to the Floyd County Historical Society. Cash transactions will not be allowed.

For More Information or to Arrange for an Appointment

Persons should contact the Floyd County Historical Society at P.O. Box 292, Floyd, VA 24091 or <http://www.floydhistoricalsociety.org>. 540-745-3247(FCHS)