



PO Box 306, Black Mountain, NC 28711
Email: info@swannanoavalleymuseum.org Phone: (828) 669-9566

Resource Use Guidelines

The photos, artifacts and archives that comprise the collection of the Swannanoa Valley Museum are to be used to fulfill the mission of the Museum and to support the Museum as appropriate in terms of sustaining operations.

The museum may, at the discretion of the staff and Board of Directors, make items in its collection available to outside parties for research and other appropriate activities provided that such use reflects well on the Museum and supports its mission. No item is to be taken out of the Museum except with special permission from the staff or Board. Users must comply with the **Rules and Regulations** and **Resource Use Policies** governing the use of Museum holdings.

Rules and Regulations

To protect and preserve the materials in the Museum's collection, researchers are required to observe the following standards:

1. Onsite research is available by appointment only based on staff availability. Staff is available to assist with remote research, via mail, email, or telephone. Please allow a turnaround time of two weeks for research queries. Distance research queries are subject to fees and stipulations.

See **Resource Use Fees**.

2. Researchers are required to register by signing the **Research Room Log** and providing a valid, state-issued photo ID.

3. Only pencils, paper, and laptop computers are allowed while using materials. No pens are allowed near research materials. Cell phones should be silenced. Users must secure permission to use cell phones, digital cameras, and personal scanners in the Museum. Flash photography is not permitted. Security of personal equipment is the responsibility of the user.

4. All materials must be returned to museum staff before the user leaves. No materials may be removed from the Museum without special permission.

5. All materials must be handled with care. For example, when handling fragile materials, such as negatives, researchers will be provided with and required to wear white cotton gloves.

6. Researchers should keep materials in correct order, working with only one folder at a time.

7. Eating and drinking are not permitted in the Museum.

Resource Use Policies

Reproduction

Reproduction of materials is available. Please see staff. Reproductions Fees apply. See **Resource Use Fees** below. Reproductions is only permitted when duplication can be done without damage to the material and when duplication does not violate donor agreements and copyright laws. Users must complete a **Use Agreement** before materials will be release for use. Use of Museum resources must be properly cited.

Reproduced items may not be manipulated or altered unless explicit permission is granted in the **Use Agreement**. Permission to use materials from the Museum's collection does not give the user exclusive rights to the material and restricts the future re-use of the material. Each new use requires a new **Use Agreement**.

Restricted Materials

The use of certain documents may be restricted by donor agreements and copyright laws. Researchers must assume full responsibility for fulfilling the terms connects with the use of restricted material. For the protection of its holdings, the museum reserves the right to deny permission to use materials that are not arrange or are in the process of being arranged. Materials that are old, rare, valuable, or fragile may also be restricted.

Copyright Statement

Swannanoa Valley Museum materials may be protected by copyright. Permission for use does not constitute a copyright license. Copyright is retained by the authors of these materials, or their descendants, as stipulated by United States copyright law (Title 17 US Code). Individual researchers are responsible for using these materials in conformance with the copyright law as well as any donor restrictions accompanying the materials. The user must assume all responsibility for securing permission from the appropriate copyright holder for publication. Material published (print or web) without permission, for economic gain, or that otherwise exceeds the "fair use" of the materials, may be in violation of copyright. The Museum reserves the right to accept or refuse requests to reproduce materials.

Liability

The user agrees to defend, indemnify, and hold harmless the Swannanoa Valley Museum and its staff and Board of Directors from and against any and all liability, including costs and expenses,

based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from the use of resources.

Permission

Permission of the museum staff must be obtained before any materials can be used. The user must complete a **Use Agreement**. Fees apply for the reproduction, publication, and distribution of Museum holdings and fees must be received before materials are provided.

Use of Materials on the Museum's Website

Use of materials on the Museum's website is permitted for research and educational purposes. All information is for non-commercial, personal, and research use only. Permission must be obtained to use material for commercial gain, scholarly reproduction, redistribution, or publication in print or electronically. Use of material must include appropriate citation.

Citation

All materials must be properly cited and credited to the Museum. Please use the following statement when crediting Museum materials, "Courtesy of the Swannanoa Valley Museum."

Resource Use Fees

Inasmuch as the Museum incurs certain costs of maintaining, archiving and reproducing items in its collection, the following fees will be in effect:

Research Services

Service	Nonprofit	For Profit
Research room fee	Free	\$5 per day
Assisted Research	\$5 per hour	\$10 per hour
Distance Research	\$10 per hour	\$20 per hour
Mail Order fee	TBD	TBD
Oral history transcription	\$15 per hour	\$25 per hour

Reproduction Fees

Item	Nonprofit	For Profit
Photocopies- Black & White	.10 per page	.15 per page
Photocopies- Color	.30 per page	.50 per page
Digital scan- Low Resolution JPEG	\$10 per image	\$20 per image
Digital scan- High Resolution TIFF	\$10 per image	\$20 per image
Print on non-photographic paper	\$3 per image	\$6 per image
Audio and Video Reproduction	\$15 per item	\$30 per item
Items burned to CD/DVD	\$1	\$5
Camera or scanned image taken by user	Free	Free

* Digital images will be delivered via email or Google Drive. Additional fees apply to items burned to disc and mailed. See above Fees.

* Additional fees apply to the reproduction of oversize images.

* Photographic requests of artifacts which have not been imaged, will incur additional charges. In some cases, i.e. the fragility of the artifact, the museum may not permit the request.

Publication Use Fee

Type of Use	Nonprofit	For Profit
Print	\$20	\$25
Exhibit	\$30	\$35
Commercial Use/Advertising	\$45	\$50
Broadcast (Film/Video)	\$25	\$30
Electronic Format (Web, Apps, etc.)	\$20	\$25

* A signed **Use Agreement** and payment must be received prior to delivery of images.

* Use is for one-time publication. Additional usage incurs additional fees and requires an additional **Use Agreement**.