



ADRENALINE MEETS TRADITION

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. As we maintain archives with unique holdings, we have in place standard archival procedures.

Access and Security

- If you would like to conduct in-depth research, please submit a written research request. Requests should be submitted at least one week prior to planned visit to **Betty@corvettemuseum.org**. The Library & Archives Staff will try to accommodate the date and time requested. The research request must include:
 - Your name.
 - Affiliated institution or organization if applicable.
 - Subject matter to be researched.
- The researcher will be required to sign a form before the research begins, acknowledging that they read and understood the general procedures and will comply with the said procedures.
- Researchers under sixteen years of age must be accompanied by an adult who assumes responsibility for the minor's conduct.
- Every effort will be made to accommodate researchers. If you have specific needs, please inform staff prior to arrival.
- 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, researchers must leave all materials, including personal research, on the tables in the area. The researcher 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.
- An area will be available for storage of prohibited items.
- National Corvette Museum authorized staff (Library & Archives staff) are the only people authorized to be in the Archives room without someone accompanying them.
- Both the front area and back area of the Library & Archives are monitored by security cameras. The area will not be 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 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 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 more than "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	Member Fee	Non-Member Fee	Student Fee
Research Conducted by Museum Staff	50 minutes free or \$10/hour if over 50 minutes	40 minutes free or \$10/hour if over 40 minutes	Free with valid Student ID
Photocopies	\$0.25/page	\$0.25/page	\$0.25/page
Scan to Email	\$0.25/page	\$0.25/page	\$0.25/page

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 they wish. 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.