

Last Name: _____ First name: _____ Date: _____

TARRANT COUNTY ARCHIVES

Researcher Agreement

Please read carefully and initial each line, indicating your understanding of the terms below:

- _____ Researchers must conduct themselves with appropriate behavior and interact with Archives staff and other researchers in a respectful manner.
- _____ All researchers must present photo identification upon entering the archives. Researchers must complete a new agreement annually or whenever there are changes to the information provided on their previous agreement.
- _____ All bags, backpacks, purses, briefcases, notebooks, and other personal items must be placed on floor or chairs while research materials are present. All items used on the counter or accessed during a research session may be subject to inspection at any time.
- _____ Food, drink, tobacco, gum, and candy may not be consumed or permitted in the research area.
- _____ Only pencils may be used in the research area. Pens, highlighters, markers, etc. are not permitted in the research area.
- _____ Only loose sheets of paper or note cards may be used in the research area.
- _____ Cell phones must be set on vibrate mode, and calls should be taken outside of the research area.
- _____ Researchers are limited to viewing one box or three folders at a time.
- _____ Archives materials must be handled as follows:
- a. Users must first wash their hands prior to handling materials.
 - b. If handling photographs, users must wear gloves provided by the Archives.
 - c. Writing, marking, erasing, or making any other changes on Archives material is prohibited. Documents to be copied may be designated with scrap paper provided by Archives staff.
 - d. Materials must be placed flat and remain on counter during use. Materials may not be held on lap or allowed to extend beyond the edges of the counter.
 - e. Do not place **anything** on top of archives materials. Do not write or trace on top of, lean on, fold anew, or alter the materials.
 - f. Pages must be turned slowly and carefully, touching only the margins if possible. Do not wet your fingers to turn pages.
 - g. Open one box/folder at a time and do not remove materials from folders. Maintain the order of materials within folders by “turning” them as you

would a book. Align materials properly as you move through them. Do not shake or tamp the edges/sides of the materials.

- h. Notify Archives staff if you suspect any errors in materials. Do not correct errors on your own.

_____ **Photocopies and Reproductions:** All photocopies or reproductions will be made by Archives staff. Some materials may not be copied or reproduced due to restrictions, size, condition, privacy rights, or copyright law. This will be determined by Archives staff. Requests will be filled as time allows.

Researchers must make large requests in advance. A large request may consist of 100 or more pages of standard copies (up to 8.5 x 14 in), 50 or more pages of non-standard copies (up to 11 x 17 in), or 50 or more copies of items that require special handling. There is a \$15 per hour labor charge* for all projects requiring an hour or more of staff time. Archives staff will then provide a cost estimate within ten (10) business days from receipt, and payment must be made before Archives staff begin work.

_____ **Photography:** Researchers are permitted and encouraged to photograph materials using a cell phone or digital camera *if the materials have no restrictions*. Personal scanners are not permitted.

_____ Any violations of this Agreement may result in suspension or loss of access to the Archives.

*Current fees for copies and other reproductions included in *Tarrant County Researchers Policies and Procedures*.

By my signature below, I acknowledge that I have read and understood the terms of this User Agreement and agree to abide by all its terms.

Printed Name

Driver License No. (must show i.d.)

Company Name/Address: _____

Zip Code: _____ Telephone Number: _____

E-Mail (optional – please supply if you would like copies sent to you in this manner):

I am a resident of Tarrant County: ____ Yes ____ No

If yes: I reside in Precinct 1 2 3 4
(please circle if known)

Signature

Date

Tarrant County Office of
Historic Preservation and Archives
Regulations and Researcher Agreement





Tarrant County Office of Historic Preservation and Archives

200 Taylor Street - Suite 500

Fort Worth, TX 76196-0226

Phone: 817-884-3272

archives@tarrantcounty.com

Researchers Policies and Procedures

ARCHIVES USE:

- Researchers are assisted at the front counter. The areas beyond the counter, which include the copier, are limited to Archives staff only. A staff member will make your copies/copier PDF scans for you.
- Researchers are required to complete and sign a user agreement.
- Returning researchers must inform staff of any changes to the information provided on their previous user agreement.

PAYMENT:

- The Archives can only accept cash or checks at this time.
- Payment is required before delivery of copies/scans.

STANDARD COPIES:

- Black & white copies on standard sized paper (8.5x11 or 8.5x14 in), or copies of items that do not require special handling, are 10 cents per page.

NON-STANDARD COPIES:

- Black & white copies on non-standard sized paper (up to 11x17 in), or copies of items that require special handling, are 50 cents per page.

COPIER SCANS:

- Copier PDF scans of standard sized items are 10 cents per page.
- Copier PDF scans of non-standard sized items, or items that require special handling, are 50 cents per page.

HIGHER RESOLUTION SCANS:

- Researchers may request higher resolution Epson flatbed scans at \$5 per scan. These scans may take up to (7) business days to complete.

DELIVERY OF SCANS:

- Copier PDF scans will be delivered via email. Higher resolution scans will be uploaded to the county FTP server for the researcher to download.

User Policies and Procedures (continued)

LARGE REQUESTS:

- Large requests must be made in advance, and researchers may ask for a written cost estimate at that time.
- There is a \$15 per hour labor charge for all projects requiring an hour or more of staff time. A large request may consist of 100 or more pages of standard copies, 50 or more pages of non-standard copies, or 50 or more copies of items that require special handling

PHOTOGRAPHY:

- Researchers are permitted and encouraged to photograph items using a cell phone or digital camera without flash.

TCHC COPIES:

- The Tarrant County Historical Commission Chair or Chair-Elect may request copies without charge for TCHC business.
- Other TCHC members may request copies without charge for TCHC business *if* the Chair or Chair-Elect sends the Archives an email or note in advance stating the member's name and their need for copies.

INTERNET:

- There is currently no public Wi-Fi or public computers available.
- Researchers may request staff to offer an overview of the Archives website on a county laptop provided one is available.

EXHIBIT TOURS:

- Archives exhibits tours are free of charge.
- Group tours must be arranged in advance.
- Tours for individuals or small groups do not require advance notice but will be available as time allows.



Tarrant County Office of Historic Preservation and Archives

200 Taylor Street - Suite 5200

Fort Worth, TX 76196-0226

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archives@tarrantcountytexas.gov

DONATION AND TRANSFER OF TITLE

I/We _____ hereby give, assign, transfer, and set over to the Tarrant County Archives, created by Commissioners Court, Tarrant County, Texas all of my rights, title, and interest in and to the following:

Accession # Collection # As described below or in attached inventory.

Stipulations by Donor are none unless stated here:

A copy of the donation record is provided upon request of the donor.

Copy requested: yes ___ no ___ If yes, provided on this date: _____ by _____

All donations become the property of the Tarrant County Archives. The donor warrants that no other individuals or institution have interest in the materials and hereby releases all right, title and interest unto the Tarrant County Archives

Signature of Donor (s) _____ Date _____

_____ Date _____

Address/City/State/Zip _____

Phone numbers: Home _____ Office _____

ACCEPTED for and on behalf of the Tarrant County Archives

Authorized Representative _____ Date _____



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DATE

Name: _____

Address: _____

Phone: _____

Email: _____

DIGITIZATION LOAN AGREEMENT*

**A more detailed agreement may be required at a future date*

This loan agreement will last for _____ from the date listed above. Terms of the loan may be extended upon mutual agreement as documented in writing.

I, _____, agree to loan the following item(s)* for purpose of digitization and inclusion in the Tarrant County Archives.

I, _____, attest that I am the sole owner of said item(s):

I, _____, understand that with 30 days' written notice to the Tarrant County Archives/Tarrant County Administration, I can request the above items be removed and returned to me or any duly authorized legal representative during business hours at the Tarrant County Archives or other mutually agreed upon County location.

While every reasonable precaution will be made to secure the safety and proper handling of materials, the Tarrant County Archives and Tarrant County shall not be responsible for loss, damage, or replacement of items on loan.

I hereby agree to loan above-said items for digitization and return.

Owner's signature

Printed Name

Date: _____

Acknowledged by:

Tarrant County Archives/Tarrant County Administration Representative

Printed Name: _____

Date: _____

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817-884-3272
archives@tarrantcounty.com



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DATE

Name:

Address:

Phone:

Email:

LOAN RETURN

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I hereby agree that I have received return of above-said item(s):

Owner

Printed Name: _____

Date: _____

Acknowledged by:

Tarrant County Archives/Tarrant County Administration Representative

Printed Name: _____

Date: _____