



Tarrant County Office of Historic Preservation and Archives

200 Taylor Street - Suite 5200

Fort Worth, TX 76196-0226

Phone: 817-884-3272

archives@tarrantcountytexas.gov

Last Name: _____ First name: _____ Date: _____

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.



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_____ **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 ID)

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