



## **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

### **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.