

KONA HISTORICAL SOCIETY

USE OF MATERIALS GUIDELINES

Kona Historical Society Library, Objects, Visual and Archives Collections are available for use except where restricted and subject to the following USE OF MATERIALS GUIDELINES which must be read and observed to maintain the privilege of using the collections. After reading, please sign below.

1. Each researcher must first exhaust other public sources.
2. Staff and collection availability are guaranteed only with an appointment. A staff member will discuss the nature of your intended research. Refer to Research Fee Schedule for rates.
3. Please complete and sign the APPLICATION FOR USE form, and show identification (such as a driver's license).
4. Please sign in and out in the Daily Visit Log each day when entering and departing. All papers may be inspected upon departure.
5. No collection materials may be removed from KHS. All research must be done on site. An authorized staff member will bring materials upon request. Storage areas are closed to the public.
6. Only paper and pencil are permitted in the research area. No pens are allowed. Use of typewriters, computers, cameras, and tape recorders is possible with staff permission.
7. No food, beverages, smoking, pets or animals are permitted in any area of KHS. Children under 12 must be accompanied by an adult and supervised at all times. All personal possessions (including brief cases, typewriter cases, and purses) must be left with the staff member to be placed in a secure area.
8. All materials must be handled carefully and the existing arrangement preserved. Materials must not be written upon, bent, torn, or leaned upon. Please report any errors in cataloguing, dating or filing to the staff. Do not attempt to make any changes. Photographs must be viewed on the glass top only. Cotton gloves must be worn at all times when handling photographs or fragile paper material.
9. Use of materials may be restricted by donor request, if in poor physical condition, to protect personal privacy or legitimate proprietary rights, to maintain reasonable administrative confidentiality, or if unprocessed. Archeological and historical research materials and notes are not available for casual use.
10. Permission to use collection does not automatically include permission to publish material, in whole or in part. Researchers assume full responsibility for obtaining permission to publish materials which are not the literary property of KHS and must comply with all libel, privacy, and copyright laws. Any information quoted or photographs obtained permitted publications of materials must carry the credit: "From the Collections of the Kona Historical Society" or "Provided courtesy of the Kona Historical Society." Researchers should provide a copy of any finished work and bibliography to the Kona Historical Society. In granting permission for use, KHS does not waive or surrender its proprietary rights to materials, its own right of publication or its right to permit others to publish the same material. KHS requires that copies of any results of said research (e.g. compilation of data, field notes, maps, manuscripts, brochures, and publications) must be provided to KHS.
11. Staff will do any photocopying from collections. Photocopying is governed by the fair use provisions of the U.S. Copyright Law (Title 17, U.S. Code). Photocopying, Reproductions of photographs and audio-visual materials will be provided in accordance with the fee schedule. **KHS reserves the right to refuse photocopying requests.**

Signature of Researcher

Date