

# Archives Use Agreement



## Register:

\_\_\_\_\_  
*Name*

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*Telephone Number*

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*Title/Organization*

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*Email*

\_\_\_\_\_  
*Address*

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*City*

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*State*

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*Zip*

## Research Subject:

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## Access to Material:

- Researchers are welcome to visit and consult the archives free of charge. To better assist you, we ask that you make an appointment and state your research topic.
- To preserve our collection, follow the directions for handling archival material as provided by the Collections Department.

## Conditions:

1. All materials are to be consulted in the Collections Office or adjacent Conference Room only.
2. Photocopies: use provided slips to bookmark desired pages for approval by the Collections Department. Photocopies are \$.15 per page, and made in accordance with copyright guidelines. **Copies are for private study & research purposes only.** Any further use will require the approval in writing from the Executive Director of the St. Augustine Lighthouse & Museum, Inc.
3. Any use of the name and/or likeness of the St. Augustine Lighthouse, its museum, and/or its agents will be **for family-oriented purposes only.**
4. Properly cite the St. Augustine Lighthouse & Museum, Inc. archives when using obtained archival material as a source.
5. Reproduction of photographs: free when you bring CDs and scan the images yourself. Publication quality prints available at the rate of our official museum photographer plus shipping. Terms and Conditions apply as specified in the St. Augustine Lighthouse & Museum, Inc. "Photo Use Agreement".

*Since the Collections Department does not charge for additional services, your donation in support of our Museum Archives and Research Program is greatly appreciated.*

\_\_\_\_\_  
*Researcher's Signature*

\_\_\_\_\_  
*Date*