

# Rules of the Arkansas History Commission

## General operation

1. **PURPOSE.** The Arkansas History Commission, an agency within the Department of Parks and Tourism, exists for the purpose of keeping and caring for the official archives of this state, collecting materials bearing on the history of Arkansas, copying and editing official records and other historical materials, encouraging historical work and research, and performing other work in relation to the foregoing. Powers and duties of the Commission are defined in Arkansas Code of 1987 Annotated, 13-3-101 through 13-3-108.
2. **COLLECTIONS.** We accept donations and temporary loans of materials which, in the judgment of the Director and archival staff, are of value for research in the history of Arkansas.
3. **LOANS.** We do not lend materials, supplies, or equipment except by special permission of the Director.

## Facilities and Services

1. **LOCATION.** Facilities are located at 1 Capitol Mall, Little Rock, Arkansas 72201.
2. **HOURS.** Open 8:00 a.m. to 4:30 p.m. Monday through Saturday, except for the Research Room (see below, Section 5). Closed on state holidays.
3. **RESEARCH.** Our staff does not do research for the public.
4. **SMOKING.** Smoking and the use of other tobacco products are forbidden in all rooms and areas.
5. **RESEARCH ROOM.**

*Hours of Operation.* Open 8:00 a.m. to 4:30 p.m. Monday through Saturday. Closed on state holidays.

*Registration.* Each patron on his first visit is required to present a valid driver's license or other current photo identification, complete a registration form and obtain a numbered admission card. Each patron must register, giving name and admission card number, at the beginning of each day's research.

*Search.* All personal articles and belongings such as carrying cases and handbags are subject to search when patron leaves the Research Room.

*Microfilm Use.* Staff personnel will install and remove microfilm from reading machines, if requested. We reserve the right to limit use of microfilm readers to one hour per patron for each day. Patrons may not reserve microfilm readers in advance of time of arrival. A patron who leaves his reader for longer than a few minutes may not reclaim that particular machine if someone else has begun using it.

*Library.* Patrons desiring to use library materials must fill out a call slip, which must then be presented to a staff member. No materials of any kind may be checked out or removed from the Research Room.

*Card Files* may be consulted by patrons, but cards must not be removed from files.

*Archives, Photographs and Maps.* Please consult a member of the archival staff for information on use of these materials. Saturday use must be arranged in advance.

*No Smoking, Food or Drink* in Research Room.

*Behavior.* Patrons are requested to pursue their research in a quiet and orderly manner. Disruptive behavior will result in a request that the offender leave the Research Room. Parents are responsible for the behavior of their children.

*Use of Privately Owned Equipment.* Typewriters, tape recorders and laptop computers may be used in the Research Room, subject to staff approval. Personal copying equipment, including paper-to-paper copiers, cameras, scanners and similar electronic devices may not be used there or elsewhere in Commission quarters. Cell telephones may not be used in the Research Room.

6. PHOTOCOPYING. The Commission staff reserves the right to decline any photocopying order which it deems inappropriate or illegal.

*Self-Service Photocopies.* Coin-operated machines are available in our Research Room, for use by registered patrons only, for copying materials belonging to the History Commission. Patrons may make their own copies except for manuscript items, maps, rare books and other fragile material. For copies of such items, please consult a staff member.

*Photocopies from Microfilm.* Most items appearing on microfilm can be copied. Photographs appearing in newspapers usually do not copy satisfactorily. Rolls labeled "Restricted" may be copied only with written permission of the donor.

*Payment must accompany all photocopy orders.* Governmental agencies may avoid advance payment by presenting a letter of intention to pay from their agency director or fiscal officer. No free copies will be provided.

*Additional Notes.* Subject to staff approval, each patron may order a reasonable number of photocopied pages at one time. No orders may be placed by telephone, fax or other electronic means. We reserve the right to refuse "third party" orders for photocopies, i.e., orders placed by someone who requests that some other person be billed. The Commission cannot certify copies of Arkansas county records.

*Copyright Restrictions.* The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. We reserve the right to refuse to accept a copying order if, in our judgment, fulfillment of the order would involve violation of current copyright law.

7. COPIES OF PHOTOGRAPHS AND MAPS. Patrons may purchase copies of photographs and other visual materials, digital images and maps, subject to such restrictions as the staff may consider necessary to preserve the originals and to such policies, procedures and fees as the Commission may establish. Patrons may order such copies by completing a reproduction form and advancing payment of the total cost. No photographic negatives will be sold. Governmental agencies may avoid advance payment by presenting a letter of intention to pay from their agency director or authorized fiscal officer. No free copies of photographs, visuals, digital images or maps will be provided.

The Commission may impose a fee for delivering maps to an outside firm to be copied. The patron will deal directly with that firm in paying for said copy or copies.

8. CREDIT FOR SOURCES. Persons, agencies and firms reprinting, circulating or otherwise utilizing copies of materials in our files are required to acknowledge the source of such materials by a credit line or statement.

9. DOCUMENTS LABORATORY. The documents laboratory is used exclusively for the cleaning, restoration and preservation of materials belonging to the History Commission. Exceptions may be made only by the Director.

10. SPACE UTILIZATION. All space, storage and otherwise, which shall be rented, leased or otherwise allocated to the Commission, shall be reserved for the exclusive use of the Commission and its staff. The facilities of the Commission may not be loaned, rented or otherwise made available to any other person, organization, agency or official except by express action of the History Commission in regular meeting.

11. MICROFILM SECTION. Materials to be microfilmed are limited to those which, in the opinion of the Director and archival staff, are of permanent historical value.

Materials left for microfilming may not be removed without the permission of the Director or Microphotographer Supervisor.

Newspapers, newspaper files, documents and other materials which have been received for microfilming are not open to researchers.

Microfilm stored in the microfilm vault or retained elsewhere in the microfilm section may not be used by researchers.

We do not lend microfilm, microfilm supplies, microfilm equipment and materials retained for microfilming.

12. DUPLICATE COPIES OF ROLL MICROFILM. We reproduce for sale only that microfilm for which we hold the master negative. We do not sell negative microfilm.

We do not sell copies of restricted microfilm except by written permission of the donor.

We do not provide free copies of microfilm.

## **Fees**

The Arkansas History Commission may establish and make reasonable charges for photocopies and for copies of microfilm, photographs, and other materials. A schedule of such fees and charges shall be posted in the Research Room and otherwise made available to patrons. The Commission may make changes in fees and charges after thirty days notice to patrons.

## **Forms**

Application for admission card to Research Room.  
Admission card to Research Room.  
Daily register of visitors to Research Room.  
Call slip for Research Room materials.  
Order forms for photocopies of various materials.  
Receipt for materials to be microfilmed.  
Receipt for materials returned to lender.  
Certification of military service.  
Certification of Confederate pension.  
Form letter response to inquiries.

Adopted October 22, 2001