

Bureau County History Center & Historical Society Reference Policy

The Bureau County History Center & Historical Society acquires and preserves records created by, for, and about Bureau County people, communities, and events. These records include, but are not limited to, cemetery files, surname family files, Civil War and other military records, one-room schoolhouse or community school files, town history files, organization records, plat maps and atlases, family photo collections, individual family collections, scrapbooks, the Henry W. Immke Photography Collection, and the Bill Lamb Collection, in addition to artifacts concerned with the history of Bureau County.

HOURS:

The Research Library is open to researchers on Wednesday-Saturday, Noon to 5 p.m. Appointments are preferable.

REGISTRATION:

All researchers are requested to sign-in, providing their name, address, and research topic.

REGULATIONS:

1. Staff will respond to simple queries, **taking less than 15 minutes of research**, at no charge, except for the cost of photocopies, detailed below. Beyond simple queries, **the fee for staff to conduct genealogical or historical research from our sources is \$15.00 per hour**. Staff will pull materials from the archives; if no other assistance is required, research time is unlimited. Please leave materials on the Research Library table, staff will return them to the archives.
2. No ink of any kind may be used in the research area; Use pencils only.
3. Laptops may be brought into the archives and used in the Research Library.
4. Eating and drinking are prohibited when archives are present. Smoking is prohibited at all times.
5. All archival materials must be handled carefully: use only one folder at a time and keep the papers in their existing order. Do not place books or volumes face down. Do not lean or press on archival materials. Do not trace maps or other records.
6. No material in the archives may be removed from the Research Library.

7. Researchers are advised that it is their responsibility, not that of the Curator, Research Assistant, or other employees of the Bureau County History Center to obtain copyright clearance to publish or otherwise reproduce or distribute copyrighted archival material. If publishing material obtained from the Research Library that is owned by the Bureau County Historical Society, please use the following attribution:

Bureau County Historical Society
Princeton, IL

8. The Research Library is not a lending library and therefore does not loan out materials.

PHOTOCOPYING:

Museum staff will make all copies. Please limit copies to no more than 30 pages. Unless restricted or protected by copyright conditions, photocopies of material will be supplied for research purposes at the following rates:

- **Cost for general photocopies are as follows:**
 - \$0.50 8 ½ x 11 letter size
 - \$0.75 8 ½ x 14 legal size
 - \$1.00 11 x 17

When searching the H.W. Immke Photo Archives Database:

- There is a **\$10.00 fee** for each photo emailed to you.
- There is a **\$20.00 fee** to print the photo on photo paper

As a non-profit organization devoted to the rich history of Bureau County, we receive no tax support. We depend on tours, research fees and the generosity of many individuals to sustain our collections and services. Thank you for your support!