



Researcher Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: (____) _____

Institutional Affiliation: _____

Identification (Please check the most applicable category):

Hershey Employee
(please specify)

General Public

Primary/Secondary Student

Undergraduate

Other (please specify)

Graduate Student

Reason for Research (Please check the most applicable category):

Administrative

Class Assignment

Other (please specify)

Article

Dissertation/Thesis

Book

Personal Use

Subject of Research: _____

I have read the rules governing the use of collection material accompanying this form and agree to comply with them. I understand that failure to follow the rules may result in revocation of research privileges. I understand that I am responsible for conforming to copyright and literary property rights.

Signature: _____ Date: _____

Staff Initials: _____ Date: _____

To make an appointment contact Valerie Seiber at vseiber@hersheystory.org or 717-508-1712

THE HERSHEY STORY: THE MUSEUM ON CHOCOLATE AVENUE
Rules and Information Governing Use of Collection Material

REGISTRATION

In order to access the museum's collection researchers are required to complete a registration form and present valid photo identification bearing registrant's current or permanent address. Minors under the age of 15 must be accompanied by a registered adult. Researcher registrations are updated every five years.

Researchers are required to sign in daily.

USE OF THE COLLECTIONS

Permission to examine collection material will be granted to researchers on equal terms of access. Exclusive rights to examine or publish material will not be granted to any researcher or researchers. Permission to examine material is subject to whatever restrictions may have been placed on the material by the donors or depositors.

To ensure the security of the collections, all personal items such as bags, briefcases, purses, backpacks, computer cases, packages, portfolios, folders, or envelopes are not permitted in the examination room. No food, chewing gum, mints, beverages, or containers are permitted in the examination room. Outer garments, such as coats or sweaters, may be worn but may not be draped over furniture. Lockers are available for researcher use. Lockers are 12" W x 12" D x 35" H. It is suggested that researchers leave larger items in their vehicle.

Only pencils, portable computers, note-taking paper, and a limited quantity of research notes are permitted on the examination room tables in addition to collection materials. The Museum staff will determine what materials may be brought into the examination room.

Researchers must request specific collection items in advance.

The following rules must be observed:

- Use pencil only.
- Examine only one item at a time.
- Cotton gloves must be worn when examining artifacts.
- Remove all loose jewelry, rings, watches and necklaces – including lanyards with keys.
- Objects should generally be supported on the bottom and the side.
- Never pick up artifacts by the lid, handle or spout.
- Remove any loose parts before picking up an object.
- Maintain the existing order of records within each folder and box.
- Do not trace or lean on any portion of the material.
- Loose sheets and volume pages should be handled by their edges.

DUPLICATION AND PHOTOGRAPHING OF MATERIAL

The Museum will consider requests for duplicating material when such duplication can be done without injury to the material and does not violate copyright restrictions. To request duplication, complete and sign a duplication work order form, indicating your receipt of notice of copyright law. Please see the Museum staff for instruction on how to identify materials for duplication. Supplying a duplicate is not an authorization to publish. Duplication services are 25cents per page. Requests in excess of 25 pages will incur a \$25 surcharge.

Researchers are permitted to photograph artifacts for personal use under the supervision of the Museum staff. Objects photographed by Museum staff will incur a fee of \$20/hour with one hour minimum charge. Anything to be professionally photographed or sent out to a studio is subject to studio prices. The researcher will pay additional fees for staff time and mileage for transportation of items if applicable.

Digital image files are priced as follows:

| Format | Resolution | Price per File |
|--------|------------|----------------|
| JPEG | 75 dpi | \$5.00 |
| TIFF | 300 dpi | \$30.00 |

There is no additional charge for transfer via e-mail. In most cases, JPEGs will be transferred via e-mail. TIFF files, approximately 20 MB in size, may not be accepted by all e-mail applications. TIFFs will be delivered on CD. Delivery on CD may incur a \$10.00 postage and handling charge.

Requests to use images for publication should be made in writing. If granted, permission will include the non-exclusive right to one-time use. Any reprints or subsequent editions will require an additional request. There will be a \$100 use fee per image. The Museum requests a copy of the publication upon completion. The Museum will be credited as follows: (object name/catalog number) in the collection of The Hershey Story: The Museum on Chocolate Avenue, or image courtesy of The Hershey Story: The Museum on Chocolate Avenue.

Non-profit organizations and students (with valid identification) will receive 15% discount.

PERMISSION TO PUBLISH

Separate written application for permission to publish must be made to The Hershey Story. Researchers who plan eventual publication of their work should consult with the Museum staff.

The Hershey Story's examination room is monitored by closed-circuit television. Mutilation, destruction, or theft of materials is subject to prosecution.