



Researcher Registration Form

Name: _____
(Last) (First) (Middle Initial)

Permanent address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____

Email address: _____

Institutional Affiliation: _____

Identification (Please check the most applicable category):

____ General Public ____ Primary/Secondary Student
____ Undergraduate Student
____ Graduate Student

____ Hershey Employee (Please specify) _____

____ Other (Please specify) _____

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

____ Administrative ____ Class Assignment ____ Other (Please specify)
____ Article ____ Dissertation/Thesis
____ Book ____ Personal Use

Subject of Research: _____

By signing or typing my name below I understand and agree to abide by the rules governing the use of collection material accompanying this form and to pay the use fee, if applicable. 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: _____



Rules and Information Governing Use of Collection Material

Contact vseiber@hersheystory.org or 717-508-1712 to make an appointment.

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. Researchers are required to sign in daily.

Use of the Collections

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

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(s). Permission to examine material may be subject to restrictions 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.
- Gloves must be worn when examining artifacts, unless approved by Museum staff.
- Remove all loose jewelry, rings, watches and necklaces – including lanyards with keys.
- Artifacts should generally be supported on the bottom and the side.



- Never pick up artifacts by the lid, handle or spout.
- Remove all loose parts from an artifact before picking it up.
- 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 two-dimensional 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 \$0.25 per page. Requests in excess of 25 pages will incur a \$25 surcharge. Requests in excess of 50 pages will be considered on a case-by-case basis.

Researchers are permitted to photograph three-dimensional artifacts for personal use under the supervision of the Museum staff. Photographs taken by researchers are not authorized for publication. Artifacts photographed by Museum staff will incur a fee of \$20 per hour with one hour minimum charge. Anything to be professionally photographed or sent out to a studio is subject to studio pricing. These kinds of studio requests will be considered on a case-by-case basis, and an estimate will be provided prior to fulfillment. The researcher will pay additional fees for staff time and mileage for transportation of items to and from a photographer's studio if applicable.

Digital image fees:

Format	Resolution	Price per File
JPEG	150 dpi	\$10.00
TIFF (high resolution for printing or publishing)	300 dpi (or higher)	\$30.00

There is no additional charge for file transfer via e-mail or file transfer service. In most cases, JPEG files 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 via a file transfer service. Orders of 20 or more digital images receive a 10% discount off the entire order.

Upon receiving a request for digital images, the Museum will supply an invoice. Payment of the invoice is required before the order will be processed. Please do not send payment before receiving an invoice.



Please note that 6% Pennsylvania sales tax will be added to all reproduction orders. The Museum accepts payment via cash (in-person), check (by mail or in-person) or credit card (over the phone or in-person; no credit card information should be shared via email).

Non-Profit Organizations and Students

Students and non-profit organizations requesting digital reproductions for educational purposes may receive up to 4 digital images free of charge. Proof of non-profit or student status required. After the first 4 images, regular fees apply.

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. 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. Images used as cover art will be charged \$250. Use fees for reproductions for commercial use (such as postcards, posters, or multiples for resale) will be negotiated on a case-by-case basis. The Museum requests a copy of the publication upon completion.

Distance Researchers

Distance and travel can sometimes be challenging for researchers. If you are unable to travel to the Museum, please contact staff with specific research questions. Museum staff may conduct preliminary research for 30 minutes, free of charge, to determine availability of information. If the question requires more than 30 minutes of staff research time, we will reach out regarding the distance research fees listed below. Distance research requests are considered on a case-by-case basis. Due to the nature of some requests, an on-site visit may be required.

The Museum also accepts written duplication requests for specific items from the collections. Researchers should contact staff and thoroughly identify the requested material, noting the artifact identification number. Upon receiving a written request, the Museum will either e-mail an invoice or request additional information before invoicing the order. Payment of the invoice is required before the order will be processed. Please do not send payment before receiving an invoice.

Distance Research Fees

30 minutes of complimentary preliminary research. Then, \$30 per hour, with a minimum of one hour.

Updated 03/2020



Distance Research Photocopy and Reference PDF Fees

\$0.25 per page, with a \$5.00 minimum charge (plus shipping if requesting physical copies). Requests in excess of 25 pages will incur a \$25 surcharge. Requests in excess of 50 pages will be considered on a case-by-case basis.