

### Access Policy and Use Application for On-Site Researchers

Researchers are welcome to visit the Drs. Nicholas and Dorothy Cummings Center for the History of Psychology (CCHP) Monday through Friday between the hours of 10am-4pm. Appointments are required and must be made at least two weeks in advance by calling 330.972.7285 or by emailing [ahap@uakron.edu](mailto:ahap@uakron.edu).

Researchers are strongly encouraged to visit the CCHP website (<http://www.uakron.edu/chp/archives/>) to learn more about accessing collections. Links to CCHP's online repository which includes full-text, word searchable finding aids and other collection information are also available.

#### **On-site access**

Materials are available for on-site viewing, barring any privacy restrictions and/or condition issues. In accordance with archival standards and best practices, the Cummings Center does not project or play original sound recordings or moving images for researchers. Depending upon condition, CCHP staff will either create a digital access copy or provide access to a tabletop film viewer. Occasionally, the originals are too fragile to handle and the request cannot be filled. Patrons are not provided with copies of digital media and will be required to view and/or listen to the material on a device provided by the CCHP. Personal laptops cannot be used to access CCHP media.

On-site researchers must complete review and complete this paperwork prior to starting any research. Researchers will also be provided with an **Application to Request Materials** and an **Application to Request Digital Access Copies and/or take Digital Photographs**.

Researchers are permitted to photograph paper-based materials at no charge but flash photography is prohibited. Personal scanners are not permitted and the creation of ALL digital access copies must be completed by CCHP staff.

#### **Off-site access**

Materials are available for off-site viewing, barring any copyright or privacy restrictions. The CCHP will provide patrons with a digital copy (PDF) of paper-based material via email or shared online folder. CCHP does not provide paper photocopies unless specifically requested. Patrons are not provided with copies (DVDs or digital files) of digital media under any circumstance. Instead, the CCHP will provide patrons with a link to the requested material. The link will be active for seven days.

Occasionally, the request for materials or research assistance is too large for CCHP staff to manage. In such cases, we suggest you conduct research on-site or hire a third party researcher. For information about the contents of CCHP collections, visit the CCHP website at [www.uakron.edu/chp](http://www.uakron.edu/chp) or contact the CCHP at [ahap@uakron.edu](mailto:ahap@uakron.edu).

#### **Access copies**

The copyright status and condition of the material will determine if an access copy can be made.

## Reading Room Policies

1. Researchers are required to check in with the front desk and sign in and out at the front desk log each day. Researchers are not to walk to the reading room unattended but must wait for a CCHP staff member to meet them each day, regardless of the length of stay.
2. No coats or bags are allowed in the reading room. A CCHP staff member will show patrons where they can safely store their belongings. Items allowed in reading room include: notepads, pencils, laptops, and cameras.
3. Cameras are permitted in the reading room. Flash photography is prohibited. CCHP staff will discuss flash photography and researchers must complete the proper paperwork before photographing materials.
4. Personal scanners are prohibited in the reading room.
5. Researchers can request scans (CCHP does not provide paper photocopies unless specifically requested) and all requested materials will be scanned by CCHP staff following the research visit. Digital access copies will be shared via email or through an online shared folder.
6. Pens, markers, and highlighters are not permitted.
7. Food, drink, and chewing gum are not permitted.
8. Cellular phones must be turned off or set to vibrate. If researchers must take a phone call they should excuse themselves and conduct their conversation in the front lobby.
9. Materials must be handled gently and all media must be handled only while wearing white cotton gloves.
10. Researchers must maintain all items in the exact order and arrangement in which they are stored.
11. While CCHP staff can pull numerous boxes, researchers are permitted to use just one box from a collection at a time.

Details of Intended Use

1. What is the purpose of your research?

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2. Describe the materials with which you are interested in working. Provide as much detail as you can.

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3. How do you plan to use these materials?

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4. Will these materials be reproduced elsewhere? If so, please describe the project in detail and request and complete an **Access Policy and Request for Digital Materials** form.

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5. Do you require high resolution scans, high resolution moving image footage, or high quality sound recordings for your project? If so, please provide required specifications.

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## Terms and Conditions Regarding Digital Access Copies

**License:** The CCHP of The University of Akron grants you the non-exclusive right to use these materials solely for personal research. You are not permitted to use the material, or any portion thereof, in any other way. This includes, but is not limited to: personal blogs, publications, conference presentations, and classroom use. If you wish to reproduce any material you must complete an **Access Policy and Request for Digital Materials** and receive the proper permissions.

### **Fee Structure For Paper Based Materials and Still Images:**

Research and personal use	\$0.25/page
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### **Fee Structure For Moving Images:**

Patrons are not provided DVDs or digital files of moving images. If off-site access is required CCHP staff will provide a link to the requested material. The link will be active for seven days.

Off-site research & personal use	\$2.50 per minute, access limited to 7 days
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### **Fee Structure For Sound Recordings:**

Patrons are not provided DVDs or digital files of sound recordings. If off-site access is required CCHP staff will provide a link to the requested material. The link will be active for seven days.

Off-site research & personal use	\$1.00 per minute, with a maximum charge of \$40.00 per title, access limited to 7 days
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**Digital Photography:** Permission must be obtained by CCHP staff before any archival materials are photographed.

Photographed material is for research and personal use only and cannot be published or otherwise reproduced without written permission from the CCHP. In compliance with Title 17 of the United States Code, when CCHP staff makes reproductions or when the user makes photographic, digital, or paper copies for himself/herself, the user assumes legal responsibility for all materials copied.

Flash photography is prohibited. Only up to 10% of a collection may be reproduced and all photographed material must be listed on CCHP's Application to Request Digital Access Copies and/or take Digital Photographs. Handle the material gently while photographing. Material should not be propped up but rather laid flat on the table during photographing. Wear cotton gloves (provided by CCCP staff) and ask for assistance if you wish to photograph particularly fragile items.

Researchers are not permitted to take digital photographs of still images. Researchers are also prohibited from taking digital photographs or video of moving images while viewing. Instead, please request copies of images, sound recordings, videos, and still frames by completing the **Access Policy and Request for Digital Materials**.

**Restriction:** You must obtain written permission from the CCHP at The University of Akron to reproduce or publish reproductions of its holdings. Permission is granted once a CCHP representative has signed the **Access Policy and Request for Digital Materials** form. Content must be reproduced in its entirety. Images may not be cropped, overprinted, or altered in any way. The CCHP at The University of Akron reserves the right to examine proofs and captions for accuracy and sensitivity prior to publication or broadcast with the right to revise if necessary. The CCHP at The University of Akron reserves the right to refuse any request and to impose such conditions as it may deem advisable in the best interests of the CCHP at The University of Akron.

Any person or organization granted permission to publish CCHP materials online is responsible for retaining the CCHP watermark if it appears and for ensuring that the content cannot be downloaded. If these conditions have been violated by the applicant, this license becomes nullified and legal action may be pursued by The University of Akron.

**Assignment/Copies:** You may not transfer or assign this license to a third party. You may not make copies, either digital or printed, of the materials for the purpose of re-licensing or re-selling the materials (whether separately or in combination with other materials). You may not use the content for any other purposes except for personal research.

**Copyright:** The CCHP at The University of Akron does not own the copyright to all of the materials in its collections. Copyright may belong to a photographer or filmmaker, an estate, or an assignee, and some materials may fall into the public domain. The CCHP at The University of Akron advises you that it is your responsibility to obtain permission to reproduce or otherwise use materials from the copyright owner. Materials may not be reproduced photographically or digitally scanned unless approved by the CCHP at The University of Akron. You agree to hold The University of Akron without blame for any violation of copyright law, invasion of privacy, or any other improper or illegal use that may arise from the use of reproductions. In addition to permission from the copyright owner, any publication, exhibition, or other reproduction of materials held by the CCHP at The University of Akron requires permission from the CCHP at The University of Akron.

**Credit Line:** Reference, citation, reproduction, publication, broadcast, or exhibition of the CCHP collections at The University of Akron must include proper credit. All elements of this credit line must appear in any work that references or cites CCHP materials.

*[Collection Name, Box No., Folder No.], Archives of the History of American Psychology, The Drs. Nicholas and Dorothy Cummings Center for the History of Psychology, The University of Akron.*

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By signing this application, I accept personally and on behalf of any organization I represent, the conditions set forth herein.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature of applicant)

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

<p style="text-align: center;"><b>Approved for Use</b></p> <p style="text-align: center;">Drs. Nicholas and Dorothy Cummings Center for the History of Psychology, The University of Akron</p>
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When signed by an authorized agent of the Drs. Nicholas and Dorothy Cummings Center for the History of Psychology of The University of Akron, this form constitutes permission for use as outlined in this application.

Comments:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature of CCHP Representative)

**Drs. Nicholas and Dorothy Cummings Center for the History of Psychology**  
The University of Akron  
73 College St., Akron, OH 44325-4302  
Phone: 330-972-7285 / Email [ahap@uakron.edu](mailto:ahap@uakron.edu) / Fax: 330-972-2093  
<http://www.uakron.edu/chp>