Manuscripts, Organizational Records, and Special Interest Access Policy

The Center for the History of Psychology (CHP) houses an expansive collection of manuscript materials, organizational records, and special interest documents. The Manuscripts Collection contains correspondence, research notes, manuscript drafts, and other materials. The Organization Records include correspondence, meeting minutes, reports, by-laws, and other materials from a variety of psychological organizations. The Special Interest Collection includes ephemera, grey literature, and government technical reports.

On-site access
All materials are available for on-site viewing, barring any privacy restrictions. Research appointments must be made at least two weeks in advance.

Off-site access
Materials are available for off-site viewing, barring any copyright or privacy restrictions. The CHP will provide patrons with a digital copy of the requested material. Occasionally, the request for materials or research assistance is too large for CHP 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 CHP collections, visit the CHP website at www.uakron.edu/chp or contact the CHP at ahap@uakron.edu.

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

In order to use materials from these collections, patrons must complete the Application to Use Paper Collections, read and agree to the Terms and Conditions, and pay all required fees.
Application to Use Paper Collections

Details of intended use

1. What is the purpose of your research?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

2. Do you plan to publish or present your research? If so, where?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
READING ROOM POLICIES

1. You are required to sign the Researcher Register each day.
2. No coats or bags are allowed in the reading room. A CHP staff member will show you where you can safely store your belongings. You may bring a notepad, a pencil, and a laptop computer into the reading room.
3. Pens, markers, and highlighters are not permitted.
4. Food, drink, and chewing gum are prohibited in the reading room.
5. Materials must be handled gently. Maintain all items in the exact order and arrangement in which they are stored. Only one box from a collection can be used at a time. If any material seems to be filed incorrectly, please notify a staff member.

TERMS AND CONDITIONS

General: This license constitutes the entire agreement between you and the CHP of The University of Akron concerning the licensed use of the materials you select. This license is governed by the laws of the State of Ohio and the United States of America. All rights to the CHP materials are owned by The University of Akron and its licensors, subject to the provisions listed below, and are protected by United States copyright laws, international treaty provisions, and other applicable laws. The University of Akron retains all rights not expressly granted by this agreement. This license shall terminate immediately and automatically, without notice from the CHP of The University of Akron, if you fail to comply with any of the terms or conditions of this license agreement.

On-site Fee Structure:
CHP staff will provide digital copies of requested materials. The fee is $0.25 per page.

Off-site Fee Structure:
Off-site research assistance incurs a $20.00 per hour research fee with a minimum $20.00 charge. CHP staff will provide digital copies of requested materials. The fee is $0.25 per page.

Digital Photography: Permission must be obtained by CHP 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 CHP. In compliance with Title 17 of the United States Code, when CHP staff
make 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 CHP’s Application to Photograph. 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 CHP staff) and ask for assistance if you wish to photograph particularly fragile items.

**Personal Access Copies:** The CHP is responsible for making all personal access copies except those captured through digital photography. In order to conserve limited staff resources, request copies of only those materials which have been examined and have relevance to your research.

**Restriction:** If you want to publish or display an image of any of the CHP’s paper based materials (e.g., in a publication or conference presentation), it will be treated as a still image. Researchers will be required to complete the Application to Use Still Images. The CHP at The University of Akron reserves the right to examine proofs and captions for accuracy and sensitivity prior to publication with the right to revise if necessary. The CHP 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 CHP at The University of Akron.

**Assignment/Copies:** You may not make copies, either digital or printed, of your own personal access copy for any purpose.

**Copyright:** The CHP at The University of Akron does not own the copyright to all of the materials in its collections. The CHP at The University of Akron advises you that it is your responsibility to obtain permission to reproduce or otherwise use materials from the owner of the copyright. Materials may not be reproduced unless approved by The CHP 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 owner of copyright, any publication, exhibition, or other reproduction of materials held by the CHP at The University of Akron requires permission from the CHP at The University of Akron. The researcher assumes full responsibility for conforming to the laws of libel and invasion of privacy. The CHP may be able to assist a researcher with questions regarding literary property.
Credit Line: All elements of this credit line must appear in any work that references or cites CHP materials.

[Box No., Folder No., _______ papers], Archives of the History of American Psychology, The Center for the History of Psychology, The University of Akron
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: ______________________________ ___________________________________________

Approved for Use
Center for the History of Psychology, The University of Akron

When signed by an authorized agent of the CHP of The University of Akron, this form constitutes permission for use as outlined in this application.

Comments:

Signed: ___________________________________ Dated: ____________________________
(Signature of CHP Representative)