

**RICHARD P. SCHARCHBURG
ARCHIVES**

GUIDE TO USE

**HISTORY AND SCOPE OF
THE COLLECTION**

The collection was established in 1974 and seeks to preserve and make available for legitimate research, manuscripts, printed materials, photographs, and miscellaneous memorabilia that relate to the development and growth of the transportation and related industries. The collection emphasis is on the persons who were directly involved in these industries.

PROCEDURES

Researchers using the Kettering Archives are asked to follow these procedures for the records.

1. Please complete a researcher registration form for each research project.
2. Sign the Guest Register each day.
3. Please fill out a request form for each collection or book needed
4. Materials are to be used only in the reading area.
5. Take notes only in pencil, however, typing and computers are permitted.
6. Scanning of material is prohibited.
7. Please make no marks on the materials. Please do not write notes on top of materials or rest books or other objects on the face or surface of items used. Please handle loose sheets or book pages by the edges. Tracing is not permitted.
8. Preserving the existing order and arrangement of unbound material is extremely important. Manuscript collections are generally arranged chronologically. Report any disarrangement to the archivist.
9. Use only one folder at a time. Put items back in the folders in the same order and facing the same way as you received them.
10. Please carefully observe the guidelines outlined herein when arranging for copying. Do not remove items from the folders before consulting the archivist and without leaving proper withdrawal slips.
11. Material left on tables either temporarily or for the day should be replaced in proper containers and all containers and volumes should be closed. Material will be held for a reasonable time upon request. When you have finished using the records, please inform the archivist.
12. The right to inspect brief cases and books taken from the library is reserved.
13. Smoking, food, or beverages are not allowed in the Collection.

ACCESS

The Collection is a non-circulating, closed stack, research library open to Kettering students, faculty, interested scholars and historians, and the general public. Each researcher must fill out a researcher registration form for every research project undertaken to establish his identity and to assist reference service by defining his topic. By signing the registration form, the researcher signifies that he has read the Guide to Use of the Scharchburg Archives, and agrees to abide by its policies. Each researcher or visitor must sign the guest register every day. Call slips are to be made out for each collection or item used to establish responsibility for its use.

The Collection is committed to making all materials available for use as soon as possible. However some collections may have restrictions of their use. A listing is maintained which states conditions of use for all restricted collections.

CATALOGUES

The holdings of the Collection are indexed in its card catalogue. The manuscript catalogue provides access to unpublished original source material. The name of the creator or collector of the papers identifies manuscript collections. A main entry card provides a brief description of the collection and a location symbol in the left-hand margin. Main entry cards and cross-reference cards are filed into one alphabetical arrangement. The headings for materials authored by an individual or organizations are typed in elite type; headings for materials about someone or something are made in *italic type*. Thus under the name of an individual will be gathered the names of all collections which contain letters from him or material about him. Sources are best approached by name of collection, by name of correspondent, or by place name. A subject approach is included, but subject headings tend to be general in nature.

The catalogue for published materials is a standard library catalogue. Items are listed by author, title, and subject.

The photograph collection is arranged by subject and person.

OTHER AIDS

The staff will assist in the use of other special finding aids. Registers for each collection describe the arrangement and content of large collections.

PUBLICATION

Users of the Collection are warned that materials here may be protected by copyright or by common law literary rights. In case of manuscripts, the right of first publication belongs to the author or his heirs in perpetuity regardless of the physical ownership of the manuscript. Securing permission to publish quotations from the Collection **is the responsibility of the researcher**. The user assumes all legal responsibility for observing literary rights, common law rights, and property rights. The researcher is also warned that the use of libelous statements or the invasion of personal privacy is actionable under law.

CITATION

For citing manuscript materials, please use the full name of this repository, **Richard P. Scharchburg Archives/Kettering University, Flint, MI**. Citations should identify the individual document and the collection in which it is found. (For example: W. C. Durant to W. W. Murphy, December 12, 1939, W. W. Murphy Collection, Richard P. Scharchburg Archives/Kettering University, Flint, MI.) A credit line must also be given to photographs published from the Collection's holdings.

The Archives would be grateful for a copy or a bibliographic note of a published work which includes materials based all or in part on the Collection's holdings.

SCHARCHBURG ARCHIVES FEE STRUCTURE

Photograph Use Fees: 8x10 b & w photos. Staff will quote sizes for larger formats.

	Basic Rights	Extended Rights	Multiple Rights
Personal Use	\$45.00	N/A	N/A
Editorial Use	\$45.00	\$100.00	\$200.00
Advertising	\$175.00	400.00	800.00
Commercial	\$500.00 min.	\$1000.00 min.	\$1500.00 min.

	Basic Rights	Extended Rights	Multiple Rights
Personal Use	\$20.00 for first, \$10.00 each additional	N/A	N/A
Editorial Use	\$20.00 for first, \$10.00 each additional	\$60.00	\$100.00
Advertising	\$150.00	\$350.00	\$700.00
Commercial	\$500.00 Min.	\$1000.00	\$1500.00

Personal Use: *One time use. Extended to non-profits when not used for fundraising.*

Editorial Use: *Exhibition, public lectures, classroom instruction, and business presentations.*

Advertising: *In print publications, film/video, broadcast, or electronic media. Approved on a case by case basis.*

Commercial: *When the image is the product. Approved on a case by case basis.*

Basic Rights: *One format, one use.*

Extended Rights: *One format, more than one time use. (ex. Photo used in a magazine article in more than one magazine.)*

Multiple Rights: *Allows multiple use in various formats. User may use the photo in print media, video, broadcast, etc. Unlimited use.*

New Photography: Request for new photography incurs a fee in addition to the reproduction fees stated above. Staff will quote a price at the time of the request.

Photocopies: \$.20 each

FAX: Any orders over 5 copies will incur a \$3.00 fax fee plus the copy fee of \$.20 each.

Research: The Reading Room is open to the public free of charge Monday-Friday. In order to expedite your research, an appointment is recommended.

The staff will conduct fee-based research for those who are unable to visit in person. We will strive to perform research in a timely manner but can not guarantee material in less than three weeks.

Payment of a basic search fee of \$35.00 plus \$3.00 shipping and handling (required at the time of the request) enables the Archive staff to spend up to one hour on the request; a patron can authorize additional hours of paid research at \$35.00 per hour if they wish. We can not guarantee that a question can always be answered. The Archives reserves the right to refuse to conduct research.

PAYMENT

A research request or photo request form shall be submitted with payment. Payment may be made in cash, check (payable to Kettering University Archives), or by Visa/Master-card.

Kettering University Staff, students and Alumni shall receive a 25% discount on all services depending on use. Please discuss the details with staff. **Rush Order's:** 100% surcharge of total order. Guaranteed processing time of one week or less.

DUPLICATION - REPRODUCTION

Duplication can be arranged in the form of photocopying. All copying is performed on the premises where the Collection is located or under supervision of the staff. Photographic reproduction is handled by a commercial photographic service. Requests for copies of photographs or negatives must be made through the staff. **DO NOT REMOVE ANY MATERIAL FROM A COLLECTION WITHOUT CONSULTING A STAFF MEMBER.** By requesting copying, the researcher agrees to insert adequate place markers in the place of withdrawn items so that materials may be easily and correctly re-filed and so that other researchers will now that materials have been removed. For each item removed for copying, please leave a flag slip, with necessary identifying information, protruding from the folder in place of the withdrawn item.

The researcher also agrees that all reproductions are made solely for the purpose of scholarly research or personal use. Copies of copies may not be made, nor copies deposited with other institutions without the written permission of the Director of the Collection. No entire manuscript collection may be copied without special permission. The researcher assumes all legal responsibility for observing laws of copyright and common law literary rights. Fragile items may be withheld from copying, as will copies of materials held by other institutions. The Director of the Collection also retains the right to request the return of copies when a scholar has finished using them.

Hours

Monday—Friday 8:00-4:00
or by appointment

Contact us at:

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Flint, MI 48504-4898
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