



Research Agreement Form

This agreement must be signed and applicable research fees paid before any research is conducted.

Researcher's Name

Company Name

Address

City

State

Zip Code

Email

Phone #

1. General

- a. HSLB will provide a designated research space with prepared artifacts.
- b. No food or drink allowed in designated research space.
- c. HSLB is not responsible for any personal belongings left unattended.
- d. Researchers must not be disruptive. Headphones must be worn if sound is used on any electric device.
- e. HSLB reserves the right to end research appointments at any time. Appointments may be rescheduled at the discretion of HSLB.
- f. Use of ink pens is prohibited while collections are present.

2. Handling Guidelines

- a. Gloves are required for all collection handling.
- b. HSLB provides gloves for use by researchers and staff.
- c. Availability and or handling of items is at the discretion of HSLB, based on item's fragility, or historical value.
- d. Fragile or rare items requiring extra care may require an additional fee due to limited resources.
- e. Collections must be handled with care. Do not place anything on top of collection items.
- f. Do not bend, write on, or modify collection items in any way.
- g. Collections used by the researcher should not be left unattended. Researchers must notify a staff member when leaving research space.
- h. Designated research space must be cleaned, and materials put away at the end of use. Researchers may request assistance.

3. Photography

- a. Photography Fees
 - i. Cellphone/table photography of non-photographic items for reference only (bibliographic reference, student papers, professional reports, scholarly articles) is included with research fee.
 - ii. Publication and any other use require a Rights and Reproductions Agreement
- b. Flash photography is prohibited.
- c. DSLR or film photography of a single piece on display, documents, or otherwise is prohibited.
- d. Items on display—photography of a single image is not permitted, photography of a group of images is permitted and can be posted on social media with attribution to HSLB.
- e. Photography of single images is prohibited. A water-marked, low resolution image may be purchased with Rights & Reproduction Agreement price depends on use

4. Publication

- a. All publication or other use of HSLB materials is at the discretion of HSLB Staff.
- b. All publication of HSLB materials require a Rights & Reproductions Agreement and fees paid in advance.

5. Reproduction of Photographic Materials Fees & Guidelines

- a. Images may be used in student papers for \$25 with bibliographic citation.
- b. Images may be used in a professional publication for a \$50 fee with bibliographic citation.
- c. Reproductions, cell phone photography, and scanned reproductions are made at the discretion of the Executive Director or staff on a case by case basis. Items that are determined too fragile will not be reproduced.
- d. Publication and use fees are quoted on an individual basis.

DECLARATIONS

I read and understand the conditions set forth herein by the Historical Society of Long Beach. I agree to adhere to these conditions and agree to promptly pay any applicable charges. I am an authorized agent of Applicant.

X

Researcher's signature

Date

X

HSLB representative (print)

Amount Paid

Payment Method

Date

Original to HSLB with research request email, copy of signed agreement goes to researcher.