

**HOW TO REQUEST  
RESEARCH,  
ORDER PRODUCTS AND SERVICES,  
AND REQUEST USE PERMISSION**  
**Mississippi Department of Archives and History**  
Archives and Records Services Division

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For current pricing information, please refer to the [\*Cost and Fee Schedule for Research, Products, Services, and Use.\*](#)

## 1.0 How to Request Research

### 1.1 In the Reading Rooms

The Archives and Records Services Division (A&RS Div.) maintains reading rooms, which are open for public research, in the William F. Winter Archives and History Building at 200 North Street in Jackson, Mississippi. Staff provides on-site guidance and limited assistance. For more information visit our Web site.

... Visit <http://www.mdah.state.ms.us/arrec/index.php>

The A&RS Div. “ready reference” help desk is available by telephone and email. Ready reference requests are those which may be answered by staff by referring to the reference works and finding aids in the immediate area of the help desk. Any request requiring further research must be submitted by letter.

### 1.2 By Telephone

... Call 601-576-6876, Monday, 9:00 a.m. – 5:00 p.m. (Central Time Zone)  
Tuesday – Friday, 8:00 a.m. – 5:00 p.m.

### 1.3 By Email

... Send to [refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)

### 1.4 By Letter

The A&RS Div. offers in-depth, on-site research by the hour.

All **out-of-state** written reference requests must be accompanied by a service fee. This fee will provide for up to one hour of research time by our staff to answer your request. It does not cover the cost of any copies that may result in the search.

There is no service fee for **in-state** (Mississippi) written reference requests and each request will receive up to one hour of research time. Copies that may result from the search must be paid for separately.

Upon completion of our search, or the expiration of one hour’s research time, you will be notified of the results of the search to that point and the projected copying charges, and you will be given the option to order copies of the materials related to your research request and, if necessary, submit another request for further research.

**Please do not submit more than the service fee for one hour of research.** Because of the number of requests we receive, we must limit our search time to one hour per request.

- ... Write a letter in which you state your question clearly and provide as many pertinent details as possible to assist us in conducting the research.
- ... Print or write legibly.
- ... Enclose payment, if **out-of-state**, in the form of a check or money order made out to **MDAH, Archives and Records Services** for **\$27.00**.
- ... Mail your letter and payment to:

Mississippi Department of Archives and History  
**Attn.: Reference Request, A&RS Div.**  
P.O. Box 571  
Jackson, MS 39205-0571

## 2.0 How to Order Products and Services

### 2.1 General Information

The Mississippi Department of Archives and History (MDAH), Archives and Records Services Division (A&RS Div.), offers various ways to obtain copies of items in its collections as a contribution to education and scholarship.

All requests for products or services other than research must be submitted in writing using the standard order form and/or a letter, facsimile, or e-mail. Written requests must be submitted to Reference Services staff or the collection archivist and all requests are subject to MDAH approval. Orders are processed on a first-come, first-served basis. Production time varies subject to the size of the order, format, and the number of other orders already in progress.

Items available for reproduction exist in a variety of original formats. MDAH may apply additional special handling charges for material that is unusually difficult to reproduce due, but not limited, to size, fragility, and volume.

MDAH may delay the reproduction of fragile items until appropriate conservation measures can be completed. Such measures are implemented as scheduling and available funds allow. The patron may choose to expedite this process by paying the cost of conservation measures necessary to safely reproduce an item. The approval of conservation measures, the selection of a conservator, and the determination of conservation costs are at the discretion of the collection archivist and A&RS Div. director.

Due to these considerations, the final cost for some products, services, and use may not be determined until the collection archivist has reviewed the request. Product and service costs and categories are set by the MDAH Board of Trustees and are subject to change without notice.

Mississippi law requires payment in advance for all products and services. No product may be produced or service rendered until payment has been received. Product charges and service and use fees cannot be waived and are not refundable. For current pricing information, please refer to the [\*Cost and Fee Schedule for Research, Products, Services, and Use\*](#).

No copies of archival materials shall be donated to other institutions without the written consent of MDAH.

All appeals of any MDAH decisions related to the assessment of charges or fees must be submitted in writing to the A&RS Div. director.

#### Contact Information:

Web site: <http://mdah.state.ms.us/arrec/>

Phone: 601-576-6876

Fax: 601-576-6876

Email: [refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)

Mississippi Department of Archives and History

**Attn.: Archives and Records Services Division**

P.O. Box 571

OR

200 North Street

## **2.2.0 Products ~ ~ ~**

### **2.2.1 Photocopies and Microform Prints**

#### **2.2.1.1 *Self-Service Photocopying and Printing***

Books and files used in the Public Reading Room may be photocopied without staff assistance using the MDAH copiers in the Public Reading Room. Microfilm and microfiche images and electronic images accessed in the Media Reading Room may be printed without staff assistance using the MDAH equipment in the Media Reading Room.

#### **2.2.1.2 *Staff Photocopying and Other Reproduction Work***

##### **“While You Wait” Photocopying**

Materials delivered to the Archival Reading Room may be reproduced by staff only. Small photocopy orders may be completed “while you wait” if sufficient staff is available.

- ... Ask the Reference Librarian for assistance in determining if “while you wait” photocopying service is appropriate for your order and if it is available currently.
- ... If “while you wait” photocopying service is appropriate and available, then complete an *Archival Reading Room Photocopy Request* form.
- ... After the Reference Librarian calculates the costs, pay for the products and services using exact cash, check, or *Reading Room Identification Card*.
- ... If “while you wait” photocopying service is not appropriate or available, then refer to All Other Photocopy Orders below.

##### **All Other Photocopy Orders**

If sufficient staff is not available, the order is for large quantities of photocopies, or the order is for products other than photocopies, then MDAH may need several weeks to complete the order. The cost of some products and services are easily determined; others require the input of the collection archivist.

- ... Complete an [\*Order Form / Invoice\*](#).
- ... When staff confirms the costs, pay for the products and services.

### **2.2.2 Microfilm: Duplication of Existing Rolls**

MDAH can duplicate only those rolls filmed by MDAH and for which MDAH retains the master negative. Microfilm produced and distributed by other organizations or institutions must be obtained from them. The Reference Librarian can determine the source of microfilm rolls. Turnaround time for microfilm orders may exceed the normal turnaround time due to processing schedules and inspection time.

- ... Ask the Reference Librarian for assistance in determining the source of the microfilm roll and the location of the master negative.
- ... If the source is MDAH, and the master negative is on-site, then complete an [Order Form / Invoice](#). Pay MDAH for the products and services.
- ... If the source is MDAH, and the master negative is in off-site storage, then complete the order form for the respective facility provided by the Reference Librarian. Place the order with the facility directly. Pay the facility for products and services.
- ... If the source is other than MDAH, then request an order form for that company/institution from the Reference Librarian. Place the order with the company/institution directly. Pay the company/institution for the products and services.

### **2.2.3 Photographs (black-and-white)**

MDAH prints, scans, or makes a frame grab of the image "as is" without alterations. Custom photographic prints may be ordered, at the discretion of the copyright owner(s) and collection archivist, with reimbursement for higher production costs. You must obtain specific permission from the copyright owner to crop an image. If other alterations or enhancements are desired, a request may be submitted for an electronic scan rather than a photographic print. The patron may then, with the permission of copyright owner(s), if applicable, have the image printed or scanned to specific requirements by an outside vendor. If MDAH is unable to provide custom duplication services, then duplication by an outside vendor may be possible (see 2.3.4 Outside Vendor Delivery and Return).

If you are ordering an "as is" print:

- ... Complete an [Order Form / Invoice](#).
- ... Pay for the products and services.
- ... If staff cannot confirm the costs, then the order will be delivered to the collection archivist who will calculate the costs and advise you later. Then you may pay for the products and services.

If you are ordering a custom print:

- ... Submit a written request which includes specific written instructions to the collection archivist ([refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)) who will advise you of availability, cost, and turnaround time; and initiate an [Order Form / Invoice](#).
- ... Complete the [Order Form / Invoice](#) and submit it to the collection archivist.
- ... Pay for the products and services.
- ... In order to avoid unnecessary delay, send all forms, correspondence, agreements, and payments to the attention of the Graphic Records Collection archivist.

### **2.2.4 Audio Copies from Sound Recordings, Motion Pictures, and Video Recordings**

MDAH cannot reproduce audio in all formats, and the use of an outside vendor may be required. Reproduction may require the creation of an archival master copy. The patron must pay the costs for the production of this master copy, which is retained by MDAH.

Requests for reproductions must be made in writing to the collection archivist and include subject content, project information, intended use(s), contact information, and express delivery number (if third party shipping is desired).

Prior to delivery of the reproduction, a use agreement tendered by MDAH must be executed by the patron and MDAH.

- ... Submit a written request which includes the required information to the collection archivist ([avarch@mdah.state.ms.us](mailto:avarch@mdah.state.ms.us)) who will advise you of the cost and turnaround time, initiate an *Order Form / Invoice*, and tender a use agreement.
- ... Complete the *Order Form / Invoice* and sign the use agreement; and submit both to the collection archivist.
- ... Pay for the products and services.
- ... In order to avoid unnecessary delay, send all forms, correspondence, agreements, and payments to the attention of the Audiovisual Collection archivist.

### **2.2.5 Video Copies from Motion Pictures and Video Recordings**

MDAH cannot reproduce video in all formats, and the use of an outside vendor may be required. If delivery to an outside vendor is required, the cost of transporting the original material will be billed as a production cost. Such transportation costs include, but are not limited to, public transportation, car rental, food, lodging, insurance, and salary expenses.

Requests for reference-quality and production-quality copies must be made in writing to the collection archivist and include subject content, project information, intended use(s), contact information, and express delivery number (if third party shipping is desired).

Prior to delivery of the copied product, a use agreement tendered by MDAH must be executed between the patron and MDAH, and MDAH must receive payment.

A reference-quality viewing copy is produced by MDAH. Each reference-quality copy will include time code. If a production-quality copy is desired, then the reference copy (with time code, produced by MDAH) **must be returned** to MDAH.

Time-code citations must be listed in any request for a production copy.

The use fee total is calculated on the footage ordered in the production copy, regardless of how much of the footage is used in the final product.

Requests for motion picture production footage in excess of 300 seconds may be eligible for a 10% discount on any use fees charged. Discounts are subject to the approval of the collection archivist and the A&RS Div. director.

Any duplicates received by a patron and any subsequent authorized reproductions must be returned to MDAH upon or before a date specified by MDAH. Failure to return the material may

result in the loss of future opportunities for use of MDAH photographs, documents, and audiovisual materials.

Requests for exemptions must be submitted in writing to the collection archivist. The A&RS Div. director may grant a written exemption to this provision to allow an individual to retain permanently a reference copy for personal home use.

If you are ordering a reference-quality viewing copy:

- ... Submit a written request which includes the required information to the collection archivist ([avarch@mdah.state.ms.us](mailto:avarch@mdah.state.ms.us)) who will advise you of the cost and turnaround time, initiate an *Order Form / Invoice*, and tender a use agreement.
- ... Complete the *Order Form / Invoice* and sign the use agreement; and submit both to the collection archivist.
- ... Pay for the products and services.
- ... In order to avoid unnecessary delay, send all forms, correspondence, agreements, and payments to the attention of the Audiovisual Collection.
- ... You will receive the reference-quality copy format with time code.
- ... Return the reference-quality copy to MDAH by the date specified in the agreement.

If you are ordering a production-quality copy:

- ... Submit a written request which includes the required information, including time code, to the collection archivist ([avarch@mdah.state.ms.us](mailto:avarch@mdah.state.ms.us)) who will advise you of the cost and turnaround time, initiate an *Order Form / Invoice*, and tender a use agreement.
- ... Enclose the previously ordered reference-quality copy with time code
- ... Complete the *Order Form / Invoice* and sign the use agreement; and submit both to the collection archivist.
- ... Pay for the products and services.
- ... In order to avoid unnecessary delay, send all forms, correspondence, agreements, and payments to the attention of the Audiovisual Collection archivist.
- ... You will receive a production-quality copy.
- ... Return the production-quality copy to MDAH by the date specified in the agreement.

### **2.2.6 Digital Images**

The MDAH standard for digital imaging is to scan from the original item "as is," with two exceptions: (1) negative images are converted to positives, and (2) 35mm slides and negatives are scanned proportional to their original dimensions to a roughly 5"x7" size. MDAH does not retouch images. Custom images (resized, cropped, or saved as a different file type or on different storage medium) may be ordered, at the discretion of the copyright owner(s) and collection archivist, with reimbursement of higher production costs. The patron must obtain specific permission from the copyright owner to crop an image before MDAH will produce the cropped image.

All MDAH images will contain traceable metadata. MDAH checks regularly for misuse of images. Misuse may result in automatic denial of all future requests.

Patrons are not permitted to image items from any of MDAH collections with a personal scanner, digital camera, or other portable imaging devices. If MDAH or an approved outside vendor cannot provide the desired format, you may request to use personal equipment to produce the copy (see 2.3.5 Supervised Use of Personal Equipment).

Some images have been scanned by MDAH previously and may be ordered at a reduced cost as “existing digital files.” Only those images that are viewable on the online public access catalog are considered to be “existing digital files.”

MDAH will only produce digital images from items held in the public domain or from copyrighted items for which permission to digitize has been obtained from the copyright owner(s). **It is the patron’s responsibility to contact the copyright owner(s) to request that the copyright owner(s) send MDAH written permission to digitize and distribute the copyrighted item.**

- ... Complete an [Order Form / Invoice](#).
- ... When staff confirms the costs, pay for the products and services.
- ... If staff cannot confirm the costs, then the order will be delivered to the collection archivist ([refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)) who will calculate the costs and advise you later. Then you may pay for the products and services.

### **2.3.0 Services ~ ~ ~**

**Additional fees are assessed for these services. The services must be requested/determined at the time the order is placed.**

#### **2.3.1 Certification**

In order to certify copies as being true and accurate reproductions of materials held by MDAH, the paper copies must be produced by the Reference Services staff.

- ... Indicate which items should be certified on the [Order Form / Invoice](#).

#### **2.3.2 Special Handling**

Items available for reproduction exist in a variety of original formats. MDAH may apply additional special handling charges for material that is unusually difficult to reproduce due, but not limited, to size, fragility, and volume.

Special Handling fees are always assessed for duplicating the following materials:

- Supreme Court Cases
- Maps larger than 35” x 50”

- ... Indicate, or have the collection archivist indicate, which items should receive special handling on the [Order Form / Invoice](#).

### **2.3.3 Expedited Service**

MDAH may be able to offer expedited service at half the current production time; however, no delivery date can be guaranteed. The option of expedited service is at the discretion of the collection archivist or the head of Reference Services and is based on the availability of qualified staff, suitable equipment, and the number of other orders already in progress.

**Expedited service is not available for written reference requests.**

- ... Indicate, or have the collection archivist indicate, that the order is to receive expedited service on the [Order Form / Invoice](#).

### **2.3.4 Outside Vendor Delivery and Return**

If MDAH is unable to provide specialized duplication services, then duplication by an outside vendor may be possible. MDAH will select the vendor to provide duplication services. If a vendor other than that selected by MDAH is used, the vendor must be approved by MDAH. MDAH will not be responsible for the quality of duplication work performed by an outside vendor. A vendor delivery fee will be charged for each order placed with an outside vendor. However, no vendor duplication work will be authorized by MDAH until the patron and the vendor have agreed on payment terms, and the vendor has notified MDAH of the agreement. MDAH will be responsible for delivering the original material at the time agreed upon with the vendor and picking up both the original material and the reproductions.

- ... Complete an [Order Form / Invoice](#).
- ... Discuss the outside vendor options with the collection archivist.
- ... Make payment arrangements with the outside vendor directly.
- ... Ask the vendor to contact the collection archivist with confirmation of your payment arrangements and suggested delivery/production date(s).
- ... The collection archivist will calculate the fee for outside vendor delivery and advise you. Pay for the service.
- ... MDAH staff will send the product to you by the means you have selected or will call to advise you that the order is waiting to be picked up at the William F. Winter Archives and History Building.

### **2.3.5 Supervised Use of Personal Equipment**

If MDAH or an approved outside vendor cannot provide the desired format, you may request to use personal equipment to produce the copy. All work must be done under the direct supervision of MDAH staff, and all archival materials will be handled only by MDAH staff. Such requests must be made in advance using an [Order Form / Invoice](#). If approval is granted, you must then contact the collection archivist to set up an appointment to reproduce the materials. Failure to appear at the appointed copying time will result in a cancellation of the appointment and of the order. This service is provided at an hourly rate.

- ... Complete an [Order Form / Invoice](#).

- ... Discuss the request to use personal equipment with the collection archivist.
- ... Schedule an appointment with the collection archivist to copy the material.
- ... The collection archivist will calculate the fee for this service and advise you. Pay for the service.

### **2.3.6 Delivery to Patron**

Some orders may be picked up, free of a delivery charge, at the William F. Winter Archives and History Building. Other orders are shipped via standard U.S. Mail unless otherwise requested. A standard postage and handling charge is assessed but exceptionally large orders will be assessed additional postage costs. MDAH will only ship through express carriers with third-party billing. Digitized reproductions may be transferred electronically. The patron must determine that their equipment has adequate capacity to receive the electronic files and advise the reference staff at the time the order is placed.

- ... Complete an [\*Order Form / Invoice\*](#).
- ... Select the preferred delivery method.
- ... If you select the “Pick up when ready” option, then you may pick up your order free of a delivery charge.
- ... If you select “Regular U.S. Mail,” then pay for the service.
- ... If you select “Express mail service,” then provide the carrier’s name and your account number.
- ... If you select “Other,” including electronic transfer, then provide the delivery information, or email address, and pay for the service.

### **3.0 How to Request Use Permission (to publish, broadcast, or display)**

#### **3.1 Copyright**

Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C., in accordance with the Berne Convention for the Protection of Literary and Artistic Works), and the Digital Millennium Copyright Act. Additionally, the reproduction of some materials may be restricted by terms of gift agreements, privacy and publicity rights, licensing and trademarks.

Copyright may be difficult or even impossible to determine for archival collections. Whenever possible, the Mississippi Department of Archives and History (MDAH) will provide information about copyright interests in and other restrictions on archival materials. MDAH provides this information as a service to aid the patron in determining the legality of the intended use of an item, but that determination ultimately rests with the patron. It is the patron's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in MDAH collections.

#### **3.2 General Information**

**Written permission is required for broadcast/publication/exhibition/Internet use of copies.**

If publication, broadcast, exhibition, or Internet use of the reproduction is intended, you must receive written permission from the Archives and Records Services Division (A&RS Div.) director and any copyright owner(s), if applicable. Special restrictions are applied to certain items, based on format, and are detailed below. Use on the Internet or any Web site is prohibited without prior written permission from the A&RS Div. director and copyright owner(s), if applicable.

Written permission is documented by use of the MDAH [Publication Permission Form](#) or by use of a separate, customized and more substantial agreement tendered by the collection archivist. The necessity of a separate agreement is determined by the collection archivist.

Use permission is granted for a period of no more than ten (10) years; rights are not granted in perpetuity. MDAH and copyright owners must approve superimposition of text, cropping, bleeding, addition of color, or other alterations at the time the request for duplication is approved.

MDAH requests two complimentary copies of the final product.

Contact Information:

Web site: <http://mdah.state.ms.us/arrec/>

Phone: 601-576-6876

Fax: 601-576-6876

Email: [refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)

Mississippi Department of Archives and History

**Attn.: Archives and Records Services Division**

P.O. Box 571  
Jackson, MS 39205-0571

OR

200 North Street  
Jackson, MS 39201

### 3.3 Use Fees

MDAH may assess a fee for the use of reproduced items from the collections of the A&RS Division. Use fees and use fee categories are set by the MDAH Board of Trustees and are subject to change without notice.

MDAH staff will determine the category of proposed use. Proof of Internal Revenue Service filing category is required to qualify for the not-for-profit fee rate. Profit/Not-for-profit status is determined by the status of the entity requesting the use, not by the status of the entity funding the project.

Use fees are for a one-time, non-exclusive use of the image(s) in one product distributed in one format/medium in one language and are in addition to any product, handling, and mailing costs and any service fees. The conditions of said one-time use will be established with the collection archivist and will be listed on a [Publication Permission Form](#) or separate use agreement. Any subsequent use constitutes a reuse and must be approved by MDAH following the procedures set forth in this policy. The reproduced material may not be used in other media or formats without the express, written permission of MDAH.

For current pricing information, please refer to the [Cost and Fee Schedule for Research, Products, Services, and Use](#).

Legal residents of Mississippi and organizations chartered in Mississippi will not be charged use fees. Mississippi government agencies will not be charged use fees unless the intended use is related to a product that will be distributed for a price.

Each user of reproduced MDAH material will agree to indemnify MDAH for any liabilities incurred by MDAH as a result of misuse by the user.

### 3.4 Credit

**Public acknowledgement is required.** Unless instructed otherwise on the [Publication Permission Form](#) or separate use agreement, credit will be given as: Courtesy of Mississippi Department of Archives and History.

- ... Complete and sign a [Publication Permission Form](#) and submit it to the collection archivist.
- ... The collection archivist will review the request and respond with one of the following options.
  - 1) approval of the request by the A&RS Div. director
  - 2) approval of the request under the terms and conditions of a separate agreement tendered by the collection archivist
  - 3) disapproval of the request

- ... If a separate agreement is used, sign and return the use agreement to the collection archivist.
- ... Pay the use fees.
- ... **Assure that credit is given as: Courtesy of Mississippi Department of Archives and History.**

(4/2010)