



IN-PERSON RESEARCH REQUEST FORM

Please submit form to:
Plant City Photo Archives
106 S Evers St., Plant City, FL 33563

CONTACT INFORMATION

Name: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

RESEARCH DETAILS

Student Professional Personal Interest Other (please specify)

TOPIC

MATERIAL SOUGHT

Photographs Archive Holdings

Please provide all names, dates, and places regarding your request.

SPECIFIC RESEARCH NEEDED:

INFORMATION ALREADY KNOWN:



RULES OF ACCESS TO THE COLLECTION

For anyone entering the History Center, the following rules must be adhered to, or they will be asked to leave. These rules apply to all collection materials. The staff of Plant City Photo Archives will make every effort to see that qualified researchers are given a reasonable amount of access to collections and assistance in their research needs.

1. All research projects require a prior appointment and all decisions concerning access to collections will be made at the discretion of the Executive Director. Access to certain items may be limited due to condition or other reasons established by the staff.
2. Food and drink, including chewing gum, candy, or mints, are not allowed in the History Center.
3. A Photo Archives staff member must be in the library at all times when objects are present.
4. Pencils are the only writing implements allowed within the History Center. Laptop computers may be used but should be placed at a safe distance from delicate documents. Photography is not permitted.
5. Photo Archives staff will handle all artifacts. In isolated cases, when researchers are experienced museum professionals, they may be permitted to handle certain objects.
6. Removal of materials from the building is strictly prohibited unless a loan has been arranged.
7. Plant City Photo Archives may request a copy of any subsequent publications.
8. Requests for photographic images and permission to reproduce should be made in writing and submitted to the Executive Director.
9. The researcher is advised that Plant City Photo Archives may not hold literary or other copyrights to some items, and that it is the researcher's responsibility to secure these rights.
10. Researchers are expected to abide by all professional and scholarly best practices of research ethics.

I have read the access policy statement and agree to abide by all rules and regulations of the Plant City Photo Archives, Inc. I will sign to that effect on this form.

_____ I accept and understand.

Signature: _____ Date _____