

Guidelines for Conducting Research at the Ella Sharp Museum

We welcome all researchers to the Ella Sharp Museum. The museum collects objects and archival records that relate to the history of Jackson and the surrounding areas. If you are interested in learning more about Jackson, the Ella Sharp Museum is the place to be.

In order to best accommodate your needs, all researchers interested in doing research at the Ella Sharp Museum **must** make an appointment with a member of the Collections Department. Appointments can be made: Tuesday - Saturday between 9am and 5pm or Sunday 12-5pm.

Museum staff will accommodate requests as we are able and suggest contacting the archives **at least 24-48 hours in advance** of your desired appointment time. You must receive confirmation of an appointment to be granted access to the archives. We regret that we cannot accommodate walk-in researchers because of our lack of space for researchers.

All requested files will be retrieved from and returned to storage by collections staff.

Rules for Research Room

No water, food, or pens may be brought into the research area. Computers, pencil and papers may be used to take any notes. The Ella Sharp Museum will provide white cotton gloves for any researchers handling photographic materials.

Fees

Photocopies can be made of any 2-D materials by a Museum staff member. Photocopies cost .25 cents per page.

Scans and digital copies can be made of any 2-D materials by a Museum staff member. Digital scans will be uploaded to Google Drive or Dropbox via the researcher's requests. They will not be printed. The images must be downloaded by the researcher within 48 hours after they are shared. Digital scans will cost the researchers \$1-\$10 per image, depending on the stability of the materials. All researchers requesting any image reproductions must complete an Image Reproduction Request Form.

If researchers are unable to visit the Museum to do research, one hour of free research will be conducted by a member of the Collections Department. For more in depth research requests, the Museum charges a fee of \$20 per hour spent on a request past the first free hour of research.

Reproduction Rights and Works Cited

Written permission must be obtained before using materials found at Ella Sharp Museum for personal publication or exhibition. If a donor has retained copyright, literary or otherwise, the researcher is responsible for obtaining their permission before publication.

All archival materials used for research papers, reports, publications, exhibitions, and film, video or other media presentations must be properly cited and credited to the Ella Sharp Museum. Materials can be cited in the following manner:

Letter

John Sharp to Ella Sharp, September 1, 1882, Box 23, Folder 12, Merriman Sharp Family Papers, Ella Sharp Museum, Jackson, Michigan.

Diary

Tracy Merriman Diary, June 4 1878, Box 40, Folder 1, Merriman Sharp Family papers, Ella Sharp Museum, Jackson, Michigan.

Volume

Ledger, 1912, Box 1, Volume 2, Friday Club collection, Ella Sharp Museum, Jackson, Michigan.

Photograph

Briscoe Car, Automobile collection, Box 2, Folder 3, Ella Sharp Museum, Jackson, Michigan.

If you have any questions about these procedures, please ask a member of the Collections Department.

To schedule a time to visit and do your research, please contact [Elizabeth Palmer](#) or [Judy Horn](#).