

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 Wednesday – Friday. Museum staff will accommodate requests as we are able, however we ask that you please contact the archives at least one week 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-ins 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:

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 or objects.

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. All researchers requesting any image reproductions must complete an *Image Reproduction Request Form*. Pricing for scans or digital copies will be determined by staff and subject to use.

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.

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papers, reports, publications, exhibitions, and film, video or other media presentations must be properly cited and credited to the Ella Sharp Museum, Jackson, Michigan.

If you have any questions about these procedures, please ask a member of the Collections Department. To schedule research visit, please contact Jesse Yaeger: jessey@ellasharp.org