

# W. R. Poage Legislative Library

## Research Procedures

### What do I do when someone comes in and wants to do research in the collections?

1. Conduct brief research interview.

Ask what subject they are looking for. You can consult the online list of Research Topics.

2. Have researcher fill out an **Application for use of materials** form. You will find this in the notebook next to the checkout computer. Also give the researcher a copy of **Regulations for use of the ...Materials**. By signing the form, the researcher states that he/she has read and understands these regulations. Put the completed form in the back of the notebook.
3. Show the researcher the Finding Aids. Some have key word indexes, some don't.
4. When the researcher has located the collection and box needed, bring that box from the back to where they are seated.
5. Tell the researcher if something is found that needs to be photocopied to stand it up in the file. You will copy the pages when they have finished with the box.
6. If the researcher needs photocopies, he/she needs to fill out the **Photo duplication Order** form, also located in the white notebook.
7. The researcher is not allowed to make the photocopies. Only student and staff employees of Poage library are allowed to make the photocopies.
8. Lay the file folder flat, open to the page to be photocopied. Make the copy. Return the original page to the folder, then stand up the copy. When you are finished with that folder, only the copies will be left standing.
9. On the back of the **Photo duplication Order** form: list the collection name, box number, the title of the folder, description of item, and the number of copies made. Initial when the copies have been made. See below example.

Collection Name	Box No.	Folder No. and Title	Description of Item	No. Copies	Initials (Staff Use Only)
Pickett	1	4-Legislation, Foreign Affairs Committee	Mutual Securities Act of 1951, page 2	1	

10. You will need to stamp the bottom of each photocopy with the collection folder stamp and add the box and file number.
11. If a number of copies are made from a particular folder, create a new folder, letter size, put the photocopies in it, individually stamped and numbered, then stamp and label the folder. Give this folder to the researcher. You do not want the researcher coming back in six months wanting you to locate something you photocopied without the box/file number.
12. When you have finished all of the photocopies and carefully put the pages back in the files they were in, return the file to the box. Return the box to the shelf.
13. If a researcher wants copies:

## Fees

### Xerox and Microfilm Copies:

Copies 1-30	10¢ each
Copies 31-100	20¢ each
Copies 100+	25¢ each

### Photographs:

Processing Fee:	\$7 per image
Publishing Fee:	\$40 per image

### Scanning:

No fee for researchers who scan their own copies  
If staff of The Texas Collection scans there is a \$7 per image fee

Fees may be adjusted as needed with the approval of the staff.

14. Make the researcher a copy of the **Photo duplication Order**. File the original in the back of the notebook with the **Application for use of materials**.



15. Be as helpful as possible. Cheerful. Kind. Think **GARCIA!** (Not Cherry Garcia)

<http://www.tumblr.com/tagged/cherry%20garcia?before=104>