

W. R. POAGE LEGISLATIVE LIBRARY

Research Policies and Procedures

Research Facility

The Baylor Collections of Political Materials (BCPM) is located on the first floor of the W. R. Poage Legislative Library for Graduate Study and Research. This special collections library was opened in 1979 to preserve papers related to the legislative process at the local, state, and federal levels. It currently contains the papers of twelve former U.S. congressmen, several Texas legislators, four local, state and federal judges, and numerous ancillary collections in addition to the papers of Texas Lieutenant Governor Bob Bullock. Extensive information about all of our collections may be found online.

Visitors to the library are always welcome, but advance arrangements should be made. Visiting scholars are requested to contact us in advance of their arrival in Waco. The BCPM is open Monday through Friday, 9 a.m. to noon, and 1 p.m. to 5 p.m. It is closed on weekends and university holidays. You may contact us by phone at 254-710-3540/3767 or by FAX at 254-710-3059. A *Research Request Form* is also available online.

Computers and wireless laptops are available for researcher use as well as a special computer workstation for the disabled. This workstation is configured with special hardware and software for the hearing and visually impaired and is wheelchair accessible.

Application Process

The BCPM is a special collections library which houses original and unique materials, so strict security measures are in place. Upon arrival, each researcher will complete an application, sign a copyright statement, and present current photo identification. Specific rules and procedures for conducting research are presented to the researcher upon registration. Many of our materials are protected by federal and state right-to-privacy laws as well as copyright laws. Therefore, materials and researchers are subject to screening. *Regulations for use of Materials* is available online.

Finding materials in the Bob Bullock Archive

This guide is the introductory point in any search for materials. It lists subgroups and series and describes the arrangement and content comprehensively. In addition, a detailed finding aid is available in the BCPM research room for further description of files, microfilm reel analysis, and related materials. These finding aids include name and subject indexes for photographs and audio materials as well as inventories for maps, memorabilia, and videos. You may also contact the Bob Bullock Archive Project Director through our web site.

Copyright Policy of the Baylor Collections of Political Materials

In order to facilitate various aspects of research, the BCPM will provide requested reproductions of a reasonable amount of material from its collections, provided that such copying is consistent with donor instruction and copyright law. In some cases, the physical condition of the items involved, the number of items requested, or the intended use by any one researcher may determine whether or not permission is granted.

Before materials from the BCPM may be quoted in print, or otherwise reproduced, in whole or in part, in any publication, permission must be obtained from (1) the owner of the physical property, and (2) the holder of the copyright. It is the sole responsibility of the researcher to obtain both sets of permissions. Persons desiring to quote from materials in the BCPM should consult the Director. Reproduction of any item must contain a complete citation to the original. A *Permission to Publish Request Form* is available online: http://www3.baylor.edu/Library/BCPM/Research/Policies/pubpermission_form.htm.

Citing BCPM Materials

It is very important that researchers utilize a satisfactory form of footnote citation. A clear, consistent citation will assist the BCPM staff in finding the document for a researcher who needs to re-examine it or for other researcher who want to see it. In citing materials, include date, subseries, series, record group or collection name, and Baylor Collections of Political Materials.

Note: Do not identify a document solely as a box number. These numbers are subject to change.

RESEARCH POLICIES AND PROCEDURES

Examples:

Manuscript Materials

Bob Bullock to George W. Bush, November 15, 1995, Bob Bullock Collection, Lt. Governor Series, 1991-1999, 1994-1996, 73rd & 74th Legislature, Correspondence, Elected Officials, TX Elected Officials, Baylor Collections of Political Materials, Baylor University. Waco, Texas.

Credited Photographs

Texas Inauguration, January 19, 1999, photograph by Senate Media Services, Bob Bullock Collection, Media Series: Events, Baylor Collections of Political Materials. Baylor University. Waco, Texas.

Oral Histories

Benna O'Brien, "Oral Memoirs of Bob Bullock," interviewed by Lois Smith Myers, January 20, 2004, in Fort Worth, Texas (Baylor Collection of Political Materials, 2004), 35-36.

Photocopying

Reproduction of materials will be considered when copying

- **can be done without injury to the materials,**
- **does not violate copyright restrictions, or**
- **does not violate donor agreements**

A researcher may make requests for a reasonable and limited amount of photocopying. Photocopying is provided as a courtesy to researchers and will be done when staff time permits. The limited amount of staff time available for copying precludes the use of copying facilities as a substitute for note taking. Therefore, photocopying should be the exception, not the rule. Contents of entire folders, oral histories, or audio/visual materials in any format will not be copied. Color photocopying is available so photocopy costs will vary. All photocopies are made on acid-free papers and are stamped by the staff with the name of the library, the collection, and the box/folder location. A *Photoduplication Policies and Request Form* is available online.

Scanning

Scanners are available for staff use to reproduce materials. Use of hand-held scanners, digital cameras, and cellular camera phones is prohibited.

Research Grants

A limited amount of funds for visiting researchers are available through the John and J.D. Dowdy Research Grant Endowment. Information and application for grants are available through the Dowdy web site.

Web Site: <<http://www3.baylor.edu/Library/BCPM/>>.

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Adapted from Research Policies and Procedures in A Guide to the Lamartine G. Hardman Collection, Richard B. Russell Library for Political Research and Studies. University of Georgia, Athens, Georgia.