

Doris K. Wylie Hoskins Archive for Cultural Diversity

Archive Use and Access Policy

Your interest in the Doris K. Wylie Hoskins Archive is greatly appreciated. Please see below the guidelines established by the Museum of the Grand Prairie (former Early American Museum) for using the Hoskins Archive.

Appointment

- A research request form must be completed and an appointment scheduled in advance of arrival (please contact the Museum of the Grand Prairie at 217-586-2612)
- The subject and purpose of all research must be approved prior to use of archives

Checking Out Archival Materials

- Upon arrival to the Archive, researchers must show an identification card to museum staff (example: driver's license, state I.D., university card, or other form of identification)
- Researchers must sign the Archival Log prior to use and upon completion of use of the archives files. The researcher must include his or her name, date, subject being researched, phone number, address, and e-mail address
- A staff member will retrieve and return the requested file for the researcher
- One file may be checked out at a time
- Researchers may use the designated research area located at the Museum of the Grand Prairie (vacant desk in room next to basement stairway)
- Researchers may use place holder sheets to section off items in a file that he or she would like to have digitized or copied. Duplication will depend on the physical stability of the desired archival materials.

Archive Use Guidelines

- Before handling documents, the researcher must wash his/her hands. If handling photographs, gloves must be worn (cotton gloves will be provided by the archivist)

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- All records must be maintained in their original file sequence
- Staff reserves the right to refuse access to any individual demonstrating carelessness and/or deliberate destructiveness as to endanger the safety of the material in the collection or has failed to comply with the procedures
- Briefcases, carrier bags, and backpacks are not allowed in archives area
- Laptop computers may be used for your research notes
- Staff reserves the right to inspect a researcher's articles, including research materials, brought into and taken out of the research area
- Archival materials are not allowed to leave the research area
- Food and beverages are not allowed in the research area

Duplication of Archival Materials

- Researchers are not allowed to use their own film, digital or video camera or other equipment to duplicate or copy material in the archives without prior arrangements
- Photocopying will be done by staff. Requests should be reasonable in number and at times may not be met on demand. Request form will be provided.
- A price list of duplication services and service fees is available on request
- A photocopy of material does not constitute permission to publish that copy or use it in any manner other than study/research
- Researchers must assume full responsibility for copyright or literary property rights applicable to their use of the archive materials
- An Archives Image Reproduction form must be completed and returned to staff before publication of Archive material. A copy of the publication using archives material must be donated to the Doris K. Wylie Hoskins Archive.
- Doris K. Hoskins material may not be published or displayed, in full or in part, without written permission of Museum of the Grand Prairie, Champaign County Forest Preserve. All material published or displayed must be credited to the Doris K. Hoskins Archive, Museum of the Grand Prairie, Champaign County Forest Preserve District.