

RESEARCHER'S GUIDE TO THE ARCHIVES OF APPALACHIA

WHAT IS THE ARCHIVES OF APPALACHIA?

Located in northeast Tennessee, the Archives collects and preserves records of enduring value that document the historical and cultural fabric of life in Appalachia. Topics include: folklore, arts & crafts, language & literature, music, landscape, agriculture, industry, railroads, food, medicine, and religion.

The Archives is part of the [Center for Appalachian Studies & Services](#), a Tennessee Distinguished Center of Excellence. The Center sponsors educational activities, exhibits, publications, and documentaries featuring Appalachia's cultural heritage and identity. Visitors to the Archives should take advantage of the Center's other educational resources by visiting the [Reece Museum](#) or by picking up a copy of the publication [Now & Then](#).

WHERE IS THE ARCHIVES OF APPALACHIA LOCATED?

The Archives is located on East Tennessee State University's main campus, 4th floor of the Sherrod Library, Room 422. Sherrod Library is located at 344 J L Seehorn Road. To view a map of campus, please click [here](#) (Sherrod Library is Building 320).

WHEN CAN I VISIT?

We are open to all researchers, including the general public, Monday-Friday, 9:00 – 4:30. [ETSU holidays](#) are observed.

HOW CAN I PREPARE FOR MY VISIT?

- ❏ Check out the [online database](#) to our document and media collections. While limited staff and resources prevent us from digitizing our materials, these guides allow you to browse our collections in advance. To locate our special collections books, search the University's [library catalog](#).
- ❏ Visitors must contact Parking Services to obtain a parking pass prior to their visit. You may request a pass [online](#), by phone at 423.439.5650, or visit their office at 132 Stout Drive Johnson City, TN 37614.
- ❏ All visiting researchers are required to register and present valid photo identification. Acceptable forms include: driver's license, student id, passport, etc.
- ❏ Sometimes, our reading room is a bit on the chilly side. You may want to dress in layers!
- ❏ Food or drink is not permitted in the Archives. However, dining options are available on or near campus. Please keep this in mind if you plan to be here for an extended period of time.

MAY I BRING A LAPTOP, CAMERA, OR SCANNER?

- ❏ Laptops are allowed. We provide Wi-Fi internet access. We also have public access computers available for research use.
- ❏ Cameras require the permission of Archives' staff.
- ❏ Personal scanners, including handheld wand scanners, are not permitted.
- ❏ We provide on-site photocopies and document scans of materials if condition permits and there are no duplication restrictions. Our duplication fees can be found on our Access Services and Fees Schedule. We can only accept cash or check at this time.

WHAT IF I CAN'T VISIT?

Due to the unique and often fragile nature of our collections, materials may only be viewed in the Archives. Please take advantage of our [online database](#) because in certain cases, distant access services may be arranged.

For more information, please reference our *Access Services and Fees Schedule* below. You may also contact us at 423.439.4338 or archives@etsu.edu.



ACCESS SERVICES & FEE SCHEDULE

1. **VISITING:** Individuals doing substantial research or who live in the immediate area are encouraged to visit the Archives or arrange for the services of a private researcher. Information, including how to obtain a parking permit and a campus map, is available on our website by clicking [here](#).
2. **DISTANCE ACCESS:** The Archives provides distance access services by e-mail, mail, and telephone. Distance access involves Archives staff consulting archival holdings to ascertain specific information found in archival collections. A service fee, which covers up to one hour of staff time, is applied to distance access requests. The fee must be received before the service is performed. See fee schedule below for more details.
3. **COPYRIGHT AND FAIR USE:** Duplication services conform to the United States copyright law (Title 17 U.S. Code). Copyright law authorizes the Archives of Appalachia to furnish reproductions of archival material for the purposes of private study, scholarship, and research. Individuals may not duplicate or use provided copies for other purposes without the expressed written permission of the Archives of Appalachia and the copyright holder. Physical ownership of material does not imply ownership of literary rights or copyright by the Archives of Appalachia. It is the responsibility of the individual to determine copyright ownership and seek copyright release.
4. **DUPLICATION:** All requests for duplication are reviewed on a case-by-case basis, with consideration being given to copyright, donor and purchase agreements, privacy and preservation concerns, among other factors. Copying is limited to materials that are specifically identified as being relevant for a given purpose. Collections in their entirety, as well as significant portions of collections, will not be copied. The Archives staff limits copying to 200 pages per day, per order. No more than 10% of a book (excluding index) or 1 article per book (if the book is a compilation) may be copied. Provided copies are not to be distributed to any other person or institution.
5. **REQUESTING DUPLICATION:** Individuals requiring media duplication services, long-distance duplication services, or substantial onsite copying are required to complete and sign a [Duplication Request Form](#). The request and payment must be received and approved by the Archives before, or at the time, the duplication order is processed. The fee schedule is reviewed on a regular basis to ensure that fees are in keeping with current archival practice and are subject to change. Checks are made payable to East Tennessee State University.
6. **USE:** Individuals or organizations wishing to publish, display, broadcast, or otherwise distribute archival holdings to which the Archives has property rights, please consult our [Usage Policy](#).
7. **DUPLICATION FEE SCHEDULE:**

<i>Request</i>	<i>Fee</i>
Photocopies/Document Scans (On site)	10¢ per page
Photocopies/Document Scans (Distant)	\$10 reference fee + 25¢ per page + S/H
Images	\$20 per hour + S/H
Digital Media (Audio, film, video recordings)	\$30 per hour + S/H
8. **SHIPPING:** All distance requests are shipped USPS Priority Mail at the rate of \$6.00 per box/envelope. Large orders may require additional fees.