

Lemont Area Historical Society
306 Lemont Street, Lemont, IL 60439

RESEARCH/GENEALOGY REGISTRATION FORM

Date _____

Your name _____

Phone _____

Address _____

City/State/Zip _____

Email _____

* Photo ID will be required

Check Materials requested:

Photo archives

Books

Microfilm

Oral Histories

Digitized Materials

Misc records or files

Other (specify) _____

Purpose:

Article

School paper

College/Postgrad paper

Scholarly work

Book

Film/News Media/Podcast

Other (specify) _____

How much time is needed for this appointment? _____

Will additional appointments be needed? Please estimate _____

Please describe in as much detail as possible the subject of your research _____

I have received, read, and will comply with all the Lemont Area Historical Society rules, regulations, and procedures.

Signed _____

Notes (for office use only) _____

Authorized Signature _____ Date _____

Research Fees:

Brief look-up (30 minutes or less)

\$10

Other Research

\$20 per hour

Estimates will be given for involved research.

Lemont Area Historical Society

Research Rules and Conditions

1. Research is permitted by appointment only and under the supervision of Lemont Area Historical Society (LAHS) staff.
2. Violation of the rules and conditions will result in suspension of privileges.
3. Researchers are required to register and provide a photo ID.
4. No food, beverages, or smoking is allowed in the research area.
5. Researchers are not allowed to use office equipment.
6. Children under the age of sixteen must be accompanied by an adult.
7. The use of pens for note taking is prohibited. Pencils, laptops, phones, or other electronic devices may be used.
8. To preserve research materials, careful handling is required. Manuscripts, maps, printed material, photographs, and objects should be touched only by the edges.
9. Tracing or taking notes on papers placed on top of research materials is prohibited.
10. Materials should not be refiled by researchers, but should be left in the place designated for staff to file.
11. Loans of research materials are not allowed.
12. Permission to use collection materials does not include permission to publish them. The researcher assumes full responsibility for conforming with literary property rights (copyrights) and libel laws. The LAHS reserves the right to prosecute infringements of these laws.
13. Copies or photos (such as with phones) may be made only with permission and for personal use. Copies may not be made for another person or institution unless express permission is given. Copies will be made by historical society staff only. Minimal copy fees may be required.
14. Permission to copy or quote from historical society materials does not surrender the LAHS's own right to print, copy, or maintain control over property rights. All property rights are retained by the historical society.
15. Researchers agree to provide a complimentary copy of published work resulting from research done or materials used at the LAHS.