WHEELOCK COLLEGE ARCHIVES:  
POLICIES, SERVICES, AND FEES REGARDING USE

ABOUT THE ARCHIVES:

The Wheelock College Library Archives houses the memorabilia of Lucy Wheelock, a pioneer in the United States kindergarten movement and founder of Wheelock School (now Wheelock College) in 1888. Her documents represent her scholarship in early childhood education and serve as important scholarly resources on the history of education. In addition to the Lucy Wheelock collection, the Archives contains materials documenting the history of Wheelock College and a variety of rare children's literature and scholarly books on education and the child.

WHEELOCK COLLEGE ARCHIVES ACCESS POLICIES

Contact: Access to the Archives is provided through appointment only. Please call the Wheelock College Library Reference staff at 617-879-2222 or email archivist@wheelock.edu to arrange an appointment. The Archives is located in the basement of the Library Building at 132 The Riverway, Boston, MA 02215-4185.

Access: The Wheelock College Archives is a non-circulating repository open to the Wheelock College community and interested public. Researchers must fill out a registration form to gain access. There are rare exceptions to the Archives’ non-circulation policy; in certain instances, borrowing privileges are granted for the purposes of display or publication. If materials are being borrowed on behalf of a Wheelock staff member, the responsible staff member must sign for them when they are taken out and sign when they are returned.

Items allowed in research area: Only paper, pencils and laptops may be used in the research area. Food, drink, smoking, the use of cell phones and personal scanners are not permitted.

Use of the materials: Archival material, including photographs, must be handled with care. They must not be marked or folded and their existing order must be maintained. If a filing error is suspected, researchers should report the error to the Archivist; researchers should not rearrange any material. Surfaces of photographic prints should never be touched.

Photocopying services: Photocopying is done at the discretion of the staff (see Duplication Services/Fee Schedule below). Scanning and photographic reproductions are generally unavailable, unless approved by the Archivist. The Archives reserves the right to refuse any copying request that might damage the material, or if, in its judgment, fulfillment of the request would involve violation of copyright law. All copies made are for personal research only. Duplication of archival material does not constitute transfer of copyright or property right, nor does it constitute permission to publish in excess of "fair use" or to display materials.

Permission to publish: Permission to examine material is not authorization to publish it. A separate written application for permission to publish should be submitted to the Library Director.
DUPLICATION SERVICES/FEE SCHEDULE

Note: This Fee Schedule does not pertain to requests from members of the Wheelock College community, but only to the general public.

The Wheelock College Archives provides the following duplication services:

Please note that payment is required in advance of receiving reproductions.

Photocopies

25 cents/page. Material photocopied in accordance with Archives procedures.

Self-service photographic copying

No cost. Patrons may bring their own equipment to photograph materials with the approval of Archives staff. Handheld scanners are not permitted unless approved by staff. An appointment must be made in advance. The Archives cannot supply lights, copy stands, easels, or other equipment.

Digital Reproduction

$10.00 per scan or digital photograph. The Archives can offer a digital copy and/or a print for the $10.00 fee. Whether or not a document can be scanned will be decided on a case-by-case basis, based upon the condition and size of the document. The Archivist or Library staff will discuss this with the researcher.

Publication

No cost for nonprofit publication of archival materials. As regards for-profit use of archival materials, fees are determined on a case-by-case basis. The Wheelock Archives requires patrons who copy materials for publication to complete a permission to publish form agreeing to use a standard citation for archival materials and to give a copy of the published work to the Archives.

Permission to examine material is not authorization to publish it. A separate written application for permission to publish should be submitted to the Library Director.

Copyright

The Wheelock College Archives is not responsible for misuse of copyrighted materials by researchers.