



**OTTAWA COUNTY HISTORICAL SOCIETY
COLLECTIONS ACCESS POLICY**

MISSION

The Ottawa County Historical Society, Inc. (OCHS) was organized to preserve and to perpetuate the history of Ottawa County, Oklahoma and its people.

The Society operates the Dobson Museum, in Miami, OK. and offers access to objects and archival materials for individuals or groups interested in learning about Ottawa County, Oklahoma and its surrounding areas.

POLICY PERIMETERS

The OCHS' collections access policy will follow professionally accepted museum practices and abide by all local, state, and federal codes governing tax-exempt educational institutions and tax-deductible gifts of property to such institutions.

PURPOSE OF POLICY

The purpose of the collections access policy is to provide prospective research visitors with the information and guidelines needed to access OCHS collections for personal or scholarly study or for commercial use. The policy provides information about how to request access, access guidelines, copyright restrictions, and fees and services.

OCHS owns and provides access to the collections and records related to Ottawa County, Oklahoma. This policy covers the perimeters set forth by the OCHS Board of Directors to allow access and use of collections to all interested researchers. The OCHS strives to provide public access unless there is a federal law, a state statute, an OCHS need, or a privacy concern that would restrict access. Access to and use of collections and/or information may be restricted as a result of copyright, donor restrictions, or condition (some artifacts or records may be too fragile to handle).

OCHS members and members of the public are allowed access to collections and library archive materials. However, fees may apply for non-members access to the Dobson Museum Library and Archive and for duplication requests of photographs, documents, and/or records. All users must adhere to the access guidelines. Commercial use of photographs or documents requires additional fees and contractual agreements. If a user is unable to visit the Dobson Museum, historical research assistance is available for a fee.

RESEARCH REQUESTS

Research Requests can be made to the Dobson Museum in person, online, or by mail. All requests require the completion of a Research Request Form (see attached to this policy). The OCHS uses the form to track research questions and answers, time spent handling research requests, and the number of individuals served. The form is available onsite or may be downloaded from the website (www.dobsonmuseum.com) and mailed to or delivered to the Dobson Museum in person.

A Research Request Form, Collections Access Policy, or Collections Management Policy may be requested by emailing jboyd@dobsonmuseum.com or ochs@dobsonmuseum.com, calling (918)-542-5388, or in person. To facilitate a timely and accurate response, the entire Research Request Form should be completed to provide as much detail about the research question(s) as possible. Written requests should be mailed to the address on the first page of this policy. Research requests will be addressed in the order in which they are received. Responses to any written or in person inquiry may take up to four to eight weeks to complete depending on the amount of information requested and/or staff availability.

Since our museum operates with a small staff and volunteers to assist with research, requestors may not be able to be assisted immediately if they walk in without prior notice. It is best to call or email in advance to schedule a time to visit. If a requestor completes the Research Request Form in advance our staff will make every effort to have relevant materials ready by the time of a scheduled arrival.

ACCESS GUIDELINES

Due to collections being frequently fragile, irreplaceable, and often require special handling, access guidelines are necessary to ensure the preservation and safety of all OCHS collections. Please keep these guidelines in mind as you prepare for your visit:

- All research appointments will be conducted at the research office.
- Schedule visit at least 7 business days prior to visit to allow staff to prepare records for your visit.
- Pencils only.
- Food and Drink are not allowed near archival materials.
- Gloves may be required to handle certain artifacts or collections. Gloves and masks are available upon request for our patrons.
- Paper, writing tablets, electronic tablets, or and/or laptop computers are allowed.
- Photographing OCHS three-dimensional and two-dimensional objects via a camera and/or cellular device is allowed at the Dobson Museum staff discretion. Flash photography and photographing collections storage areas is not permitted.
- Photocopying and scanning services will be conducted by Dobson Museum staff; please see Fees and Services and Copyright Restrictions sections for details.
- Materials may not be removed from the archive by patrons. Dobson Museum Staff will retrieve all records and materials from Dobson Museum Archive and bring them to the research office Dobson Museum Staff will reshelve all records and materials.
- All Dobson Museum Library materials are non-circulating. Books, periodicals, or other records may not be checked out from the museum.
- Children under 18 must be accompanied by an adult.

COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a researcher makes a request for or later uses a photocopy or reproduction for purposes in excess of this “fair use” that researcher may be liable for copyright infringement and will hold OCHS and Dobson Museum harmless.

The OCHS does not claim exclusive ownership of copyrights and has not determined copyright status for many materials in its collections. The Ottawa County Historical Society and Dobson Museum is not responsible for determining copyright status or securing copyright permission.

FEES AND SERVICES

Because the OCHS is a largely volunteer-run non-profit organization, earned income from photocopies, scanning, and research services help sustain exhibitions and collections management. Fees are based on cost recovery with a modest increase to support the preservation and maintenance of OCHS collections.

OCHS and Dobson Museum Director reserves the right to refuse a request for copies or scans if these activities risk damage to the object(s). In addition, OCHS reserves the right to refuse a duplication order if the order may involve violation of copyright law.

Images or Content on the OCHS/Dobson Museum website may be printed or downloaded by individuals, schools, or libraries for personal use, study, research, and classroom teaching without permission.

SERVICES	OCHS MEMBERS RATE	NON-MEMBERS RATE
Access to library and reference collection	FREE	FREE
B/W Photocopy (8 ½"x11")	\$.25 (per page)	\$.50 (per page)
B/W Photocopy (8 ½"x14")	\$.50 (per page)	\$1.00 (per page)
B/W Photocopy (11"x17")	\$1.00 (per page)	\$1.50 (per page)
Color Photocopy (8 ½"x11")	\$.50 (per page)	\$1.00 (per page)
Color Photocopy (8 ½"x14")	\$1.00 (per page)	\$1.50 (per page)
Color Photocopy (11"x17")	\$1.50 (per page)	\$2.00 (per page)
Hourly rate for research services (research conducted by staff for offsite patron)	\$10/hour	\$15/hour

Review

There shall be a review of this policy every three (3) years or as necessary.

Authorization

This policy is authorized and approved by the Board of Directors of the Ottawa County Historical Society. A copy will be made available to individuals and the public upon request.

Approved by the Ottawa County Historic Society Board of Directors on the 9th day of October, 2025.

Charles W. Chesnut, OCHS President

Carole White, OCHS Secretary