



## Collections Access Policy

### *Digital Access*

Digital copies of many collections are freely available online on the Digital Watauga website. Items that have been digitized but not yet been uploaded to the website may be viewed on the Reference Office computer. This access provides permission to view the Digital Watauga Server, but does not allow the user to make any changes to items on the server. Researchers must make an appointment to access this computer.

### *Image Use*

High resolution, archival quality digital images of the materials may be provided to researchers upon request and receipt of payment outlined in the following fee schedule. All prices are per image. The Digital Watauga Project reserves the right to refuse permission to publish. An Image Publication Application must be submitted before any usage of the images. Permission for use cannot be granted for images not owned by the three institutions comprising the Digital Watauga Project. Permissions for those items must be sought from the donors of those images. A CD processing fee will be charged to cover the costs of providing a CD with the images. All fees must be paid with either cash or check made out to the Watauga County Public Library.

### *Fee Schedule<sup>1</sup>*

CD Processing Fee (per order)	\$5.00 for pick-up \$10.00 for mailed
Personal Private Use	Free
Unpublished student/academic use	Free
Published Book Interior	\$25.00 / \$50.00
Published Book Jacket/Cover	\$50.00 / \$100.00
Electronic Publication	\$25.00 / \$50.00
Advertisement	\$50.00 / \$100.00
Website/online	\$25.00 / \$50.00
Video (per second)	\$10.00 / \$25.00
Exhibit/poster	\$25.00 / \$100.00
Periodical/Newspaper	\$25.00 / \$50.00
Other Uses	To be determined

<sup>1</sup> Lower prices are for noncommercial/academic uses and the higher prices are for commercial uses

### *Access to Physical Collections*

Public access to the various collections included in the Digital Watauga Project is limited to digital copies of materials only, unless specific and compelling reasons are required for viewing the original materials. Permission to view the original materials can only be granted by the owning institution of the specific collection; those seeking access permission must request it directly and in writing from the owning institution of the specific collection. Items housed at the Watauga County Public Library are either owned by the Library (WCPL), the Watauga County Historical Society (WCHS), or the Junaluska Heritage Association (JHA), OR are on loan to the Library for the duration of the digitization process. Collections in the process of being digitized by Digital Watauga, including those on loan to the Library, may not be accessed by the public

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for any reason. If permission is granted to access original materials, an appointment must be made with WCPL staff. No access will be granted to the collections without a prearranged appointment.

To request access to original materials in collections owned by the WCPL, WCHS, or JHA, members of the public should seek written permission from the following contact persons:

**Watauga County Public Library**

Paul Fuller  
Reference Specialist/Genealogy  
Watauga County Public Library  
140 Queen Street  
Boone, NC 28607  
828-264-8784 x2  
pfuller@arlibrary.org

**Watauga County Historical Society**

Eric Plaaag  
Chairperson  
Digital Watauga Project  
wataugacohistsoc@gmail.com

**Junaluska Heritage Association**

Roberta Jackson  
Project Director  
Junaluska History Project  
828-264-6578  
jacksonrh@appstate.edu

Patrons are encouraged to access all items in Digital Watauga first via the online interface, where most images can be downloaded, at no charge, to the patron's own computer. Patrons wishing to access original materials should submit a request in writing to the owning institution as described above. If permission to access original materials is granted, researchers must make an appointment to view them at the Watauga County Public Library.

Materials must be signed out by the researcher who must provide a photo ID and removed from the cabinet by a staff member at the Watauga County Public Library. The materials may only be viewed at the tables in the adult services department. No food or drinks may be on the table with the archival materials. Bags must also be kept at a separate table. Researchers will be required to only use pencils for notetaking. Gloves will be provided for researchers to use when handling the materials. Photographing materials will only be allowed without the use of a flash and only for personal research needs. After researchers are finished with the materials a staff member will return the collection to the cabinet. Staff members will supervise the use of any archival materials to ensure their safe handling.

*Image Usage*

Researchers using any items from the Digital Watauga Project in any medium must properly cite the item, collection, owning institution, and the Digital Watauga Project.

*Example Credit Line:* Bob-Bre-2-105 "Boone," Bobby Brendell Postcard Collection, Watauga County Historical Society, Digital Watauga Project.



Researchers wishing to use any Digital Watauga items in any medium accessible to the public, including commercial and non-commercial publications, websites, and advertising of any kind, must submit a Permission Application Form to the owning institution. Depending on the nature of the requested use, a fee may be charged for the requested use. For Digital Watauga items not owned by the WCPL, the WCHS, or the JHA, it is the researcher's responsibility to acquire the appropriate use permissions from the original donor and/or current rights holder of the material in question.