

Researchers are strongly encouraged to post their work on the Internet and to make it available to the public. The copyright holder for this article is the author(s), who has/ have granted the copyright to the publisher for the purpose of publishing the article. The copyright holder for this article is the author(s), who has/ have granted the copyright to the publisher for the purpose of publishing the article.

On-site access

Materials are available for on-site viewing, barring any privacy restrictions and/or condition issues. In accordance with archival standards and best practices, the Cummings Center does not project or play original sound recordings or moving images for researchers. Depending upon condition, CCHP staff will either create a digital access copy or provide access

Reading Room Policies

Details of Intended Use

1. What is the43Wh-2.64f

Terms and Conditions Regarding Digital Access Copies

License: The CCHP of The University of Akron grants you the non-exclusive right to use these materials solely for personal research. You are not permitted to use the material, or any portion thereof, in any other way. This includes, but is not limited to: personal blogs, publications, conference presentations, and classroom use. If you wish to reproduce any material you must complete an **Access Policy and Request for Digital Materials** and receive the proper permissions.

Fee Structure For Paper Based Materials and Still Images:

Research and personal use	\$0.25/page
---------------------------	-------------

Fee Structure For Moving Images:

Patrons are not provided DVDs or digital files of moving images. If off-site access is required CCHP staff will provide a link to the requested material. The link will be active for seven days.

Off-site research & personal use	\$2.50 per minute, access limited to 7 days
----------------------------------	---

Fee Structure For Sound Recordings:

Patrons are not provided DVDs or digital files of sound recordings. If off-site access is required CCHP staff will provide a link to the requested material. The link will be active for seven days.

Off-site research & personal use	\$1.00 per minute, with a maximum charge of \$40.00 per title, access limited to 7 days
----------------------------------	--

Digital Photography: Permission must be obtained by CCHP staff before any archival materials are photographed.

Photographed material is for research and personal use only and cannot be published or otherwise reproduced without written permission from the CCHP. In compliance with Title 17 of the United States Code, when CCHP staff makes reproductions or when the user makes photographic, digital, or paper copies for himself/herself, the user assumes legal responsibility for all materials copied.

Flash photography is prohibited. Only up to 10% of a collection may be reproduced and all photographed material must be listed on CCHP's Application to Request Digital Access Copies and/or take Digital Photographs. Handle the material gently while photographing. Material should not be propped up but rather laid flat on the table during photographing. Wear cotton gloves (provided by CCHP staff) and ask for assistance if you wish to photograph particularly fragile items.

