Access Policies

The Jefferson County History Center is located in the library on the campus of Jefferson College. Its purpose is as a repository for historical Jefferson County records. The materials contained in the center are original public records from the 19th century as well as old newspapers, family histories, maps, photographs and other materials related to Jefferson County history. Due to the delicate nature of the materials, the following policies and procedures will be in effect for all researchers in order to maintain the orderliness and integrity of the collection.

1. There is no open browsing access to the records. Library staff will retrieve items for History Center researchers.

2. Researchers may have access to a maximum of 5 items at one time. Access to a maximum of 10 items at one time may be granted for special projects in which a project proposal plan has been submitted and approved at the discretion of the Jefferson College library staff member in charge of the History Center.

3. History Center materials may not be checked out.

4. All materials will be viewed in the History Center Reading Room.

5. All backpacks, briefcases, laptop bags, purses, coats, and other personal items must be kept away from the research table. Lockers are provided.

6. No pens allowed --- pencils only.

7. No food or drink, including bottled water allowed in the research area.
8. Photocopying is allowed at 20¢/copy. Items may also be scanned on the copier to an USB drive free of charge. Personal wand scanners, flatbed scanners, or cameras with no flash may be used. No feed-through scanners allowed. All items must be handled with care and staff reserves the right to not allow copying or scanning if condition of the material is deemed too fragile.

9. Researcher will assume full responsibility for conforming to the laws of copyright.

I have read, understood, and by my signature below, agree to comply with the regulations above, in order to use material in the Jefferson County History Center. I acknowledge that all documents that I use for the purpose of my research are the property of the Jefferson County History Center. I agree to provide citation credit as Jefferson County History Center at Jefferson College, Hillsboro, MO for any documents used as a source in any written work I produce.

Signature___________________________________________ Date_____________________

12/15/15