

AACA Library Use Policy

The AACA Library and Research Center in Hershey, PA is located at 800 W. Hersheypark Drive. The library is open to club members and the general public 8:00 a.m. to 4:00 p.m., Monday through Saturday.

- The library is on the second floor of the AACA National HQ building.
- Use the building's main entrance and proceed to the second floor to access the library.
- Our main entrance is wheelchair-accessible.

After arriving at the library, please check in at our front desk. Staff will ask you to place all bags, purses, containers in one of our lockers. After you return from the locker area staff will pull materials useful to your inquiry and guide you to a table for research.

Summary of Central Research Room Rules:

Researchers may bring approved loose paper research notes, hand-held wallets, and coin purses into research rooms, but those items are subject to inspection when researchers enter or leave the research complex.

Paper and pencils are provided to researchers. Pens and 3-ring binders/folders/closeable notebooks are not allowed.

Researchers may not bring briefcases, backpacks, purses, boxes, or other large containers into the research rooms.

Lockers are available. The lockers are emptied nightly.

Below you will find a detailed list of what is and what is not allowed in the general research area.

Allowed:

- Cameras, camcorders and tripods
- Photographic copy stands (with approval)
- Video tapes, audio tapes, and film
- Scanners (only flatbed without auto feed and MUST receive staff approval)
- Personal computers
- CDs/DVDs
- Small Eye Glass Cases

Not Allowed:

- Food, drink (including water) candy, gum, cigarettes, E-Cigarettes, or any other tobacco products
- Hand sanitizer, lotion
- Envelopes, 3-ring notebooks, binders, folders, pens, markers or "Post-it" notes
- Purses, fanny packs, briefcases, suitcases, handbags, backpacks, boxes, bags, equipment bags, or containers of any kind

Reproductions

The library can provide photocopies or digital scans.

Photocopies are \$0.25/page for B&W and \$0.50/page for color.

Digital Image Fees

COMMERCIAL USE (Books, blogs, websites and other printed media)

JPEG or TIFF 300-600 dpi \$20.00/scan

PERSONAL NON-COMMERCIAL USE

JPEG or TIFF 300-600 dpi \$2.00/scan

*All images are scanned at original size (100%), with a dpi relative to the size of the object. The JPEG format has a dpi half of that of the master (TIFF) file.

There is no additional charge for file transfer via e-mail or a file transfer service. In most cases, JPEGs will be transferred via e-mail. TIFF files, which are larger in size, may not be accepted by all e-mail applications. TIFFs will be transferred by DropBox.

While the above fees cover AACA reproduction service staff and equipment, it is ultimately up to an author or publisher to determine what can be published based on existing copyright law.

Maps and Blueprint Reproduction Fees

Digital scans of maps and architectural plans will be calculated at \$2.00 per square foot. Photocopies of maps and plans will be considered on a case-by-case basis with item condition taken into consideration.

Audiovisual Materials

Digital audiovisual reproductions are available on a case-by-case basis.