



Carrie Meek – James N. Eaton, Sr.

Southeastern Regional Black Archives Research Center and Museum

Carnegie Library at Florida Agricultural and Mechanical University

“African American history is the history of America” - James N. Eaton, Sr., Founder

MEEK-EATON
BLACK ARCHIVES

RULES GOVERNING THE USE OF BLACK ARCHIVES MATERIALS

Access to Meek-Eaton Black Archives (MEBA) collections are by appointment only Mondays thru Fridays from 9:30 am - 3:30 pm; (Hours subject to change). While MEBA encourages the broadest possible use of its collections, the nature of the materials requires that we evaluate researchers on a case-by-case basis.

Procedures for Registering and Requesting Materials

- Researchers must complete and sign a registration form that will be updated periodically and must provide acceptable identification (driver's license or photographic ID card). Researchers sign the register daily during each research visit.
- Laptop computers may be used in the reading room. (please adhere to the no photograph rule)
- **THE USE OF ELECTRONIC DEVICES (phones, laptops, cameras, watches, tablets, etc.) FOR RECORDING OR TAKING PHOTOGRAPHS OF THE MATERIAL IS STRICTLY PROHIBITED!** Any violation may include exclusion from the facility.
- All equipment cases must be deposited outside the reading room.
- Apart from laptop computers, paper and pencils only may be taken into the reading room.
- Briefcases, purses, coats, books, papers and other personal articles must be deposited outside the reading room.
- MEBA reserves the right to inspect all research materials and personal articles before a patron depart.
- All archives materials do not circulate. Researchers request materials by submitting the appropriate call slips/request forms to the Archivist.
- All materials must be returned to the Archivist before the researcher leaves.
- Groups of two or more researchers working in concert may be subject to special conditions. Please consult the Archivist.

Care and Handling of Materials

The researcher agrees to handle all materials carefully. Unbound materials are to be kept in the order in which they are received. If material appears to be out of order, please notify the Archivist; do not rearrange papers. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way which may damage them.

- Researchers may be limited in the amount of material received at one time; one box on the table at a time is standard.
- **The** use of ink is **strictly** prohibited.
- No food or beverages may be brought into the research room.
- Mutilation, destruction and theft of library materials are subject to prosecution.



Carrie Meek – James N. Eaton, Sr.

Southeastern Regional Black Archives Research Center and Museum

Carnegie Library at Florida Agricultural and Mechanical University

“African American history is the history of America” - James N. Eaton, Sr., Founder

MEEK-EATON
BLACK ARCHIVES

Reproduction for Research Use

MEBA will provide limited reproductions (e.g., by photocopy, audio, or digital files), for a fee, when such duplication can be done without injury to the materials, and when it does not violate donor agreements or copyright law. Reproduction requests must be documented on a reproduction form and presented to archivist or designated archivist aide. Some duplication requests may require the approval of the chief archivist, or director of museum operations, and permission may not be granted on the same day of request. Under certain conditions specified in the copyright law of the United States (Title 17, USC) libraries and archives are authorized to furnish a photocopy or other reproduction. 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 user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law. **PERMISSION TO REPRODUCE DOES NOT CONSTITUTE PERMISSION TO PUBLISH.**

Permission to Publish

Researchers should be aware that the copyright law of the United States (Title 17, USC) provides protection for unpublished materials as well as for published works. Permission to publish from or quote from previously unpublished materials or from materials under copyright must first be obtained from the copyright holder. It is the researcher's responsibility to secure that permission. For original manuscript materials, the permission of the Archives, as owner of the originals, is also required. In most instances, this institution does not hold the copyright to materials in its holdings. An application for permission to publish is required. Depending on the type of use, a publication fee may be charged in addition to reproduction costs. **Permission to reproduce materials is not permission to publish. If MEBA's material will be used in a publication or on the Internet, permission to publish must be requested from MEBA in writing.**

Citations

For the benefit of future researchers, proper acknowledgement shall be given for all materials used. Citation should appear as follows:

Examples:

For photos:

Photo Courtesy of the Meek-Eaton Southeastern Regional Black Archives
Research Center and Museum, Florida Agricultural and Mechanical University,
Tallahassee, FL/ _____ Collection.



Carrie Meek – James N. Eaton, Sr.
Southeastern Regional Black Archives Research Center and Museum
Carnegie Library at Florida Agricultural and Mechanical University

“African American history is the history of America” - James N. Eaton, Sr., Founder

MEEK-EATON
BLACK ARCHIVES

For materials:

Stanley Sweeting Collection, Meek-Eaton Southeastern Regional Black Archives
Research Center and Museum, Florida Agricultural and Mechanical University,
Tallahassee, FL

Loan of Materials

As a research institution with unique holdings, MEBA does not participate in interlibrary loans, or in the temporary loan of materials to patrons or institutions.

Thank you for your cooperation and support.