

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*

**Virtual Research Guidelines**

Meek-Eaton Black Archives provides a virtual research option in order to facilitate the daily research requests our organization receives from researchers, teachers, students, scholars, the media, and the public at large that are not local. Additional requirements for virtual research are listed below:

1. Schedule appointments in advance for each time research is needed. Research must fill out the research request form to receive a virtual consultation date. Access to the Zoom platform may be required. Phone consultation is also an option.
2. **Consultation-** Prior to consultation, please for our files, on letterhead (if a business or organization), a statement of purpose and interest for the research intended including: 1) subject(s) of research, 2) time period of research, 3) geographical area of research. 4) A completed researcher’s form. Consultations are free and limited to a 30-minute window if required. Please note that NO archival information will be given at that time. Consultations are for gathering facts and information to help guide the research.
3. **Research-** Archival staff will notify you within five (5) business days if we are able to conduct the research for you.
4. **Research Fees-** A research fee invoice of \$35.00 per hour will be generated automatically with a two-hour minimum cost that must be paid in advance, prior to staff doing any research or scheduling the virtual research day. Any time after the minimum two-hour research is over, will be billed at a \$35 per hour rate, and must paid before information requested is released from the archives.
5. **Additional Fees-**Copies of research materials are available for twenty-five (\$0.25) cents per Xerox. Digitized copies with watermarks and seals are at a rate of \$5.00 per scan. This does not include any licensing cost for digital copies. Other additional fees considered if information is requested by mail.
6. **Citation & Credits** - In citing these materials, credit must be given to Florida A&M University Meek-Eaton Southeastern Regional Black Archives Research Center and Museum. Credit all materials to be presented or distributed for reports or other purposes. The photo credit line for pictures is: Photo Courtesy of the Florida A&M University Meek-Eaton Southeastern Regional Black Archives Research Center and Museum. For materials, the credit line is: *(Example) Stanley Sweeting collection, Florida A&M University Meek-Eaton Southeastern Regional Black Archives Research Center and Museum.* When preparing material for publication, the researcher is responsible for obtaining the necessary permission from the writer of such documents or his/her literary executor. The researcher must also obtain written permission from the Director of Museum Operations or the Archivist of the Meek-Eaton Southeastern Regional Black Archives Research Center and Museum prior to reproducing any manuscript or photograph. **\*Granting Access to Materials Does Not Grant Permission to Reproduce.**
7. **Video/Photo** - A Video/Photo Reproduction form must be completed for all photos and audio/visual materials reproduced. Federal copyright (Title 17, USC) laws MUST be observed for all text and photos. Please review the Researcher’s Rules Governing the Use of Meek-Eaton Black Archives Material

After you have read the rules please complete and sign the form below and return it to the Black Archives. Your signature acknowledges that you have read and fully understand the Virtual Research Guidelines. By signing this document, I contract and agree to pay MEBA the two-hour minimum cost to research my topic. I understand that no material will be pulled, copied, or delivered until MEBA receive my payment. I also understand that the cost does not include the fee to reproduce the material requested.

\_\_\_\_\_  
Researcher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Thank you for choosing MEBA!*