

AACA Library Use Policy

The AACA Library & Research Center in Hershey, PA is located at 800 W. Hersheypark Drive. The library is open to club members and the general public from 8am-4pm Monday through Friday, and on select Saturdays.

- 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, and an elevator is available

After arriving at the library, please check in at our front desk. Staff will ask you to place all bags, purses, and containers in one of our lockers – lockers are emptied nightly. Library staff are not responsible for patrons' personal belongings. After you return from the locker area staff will pull materials useful to your inquiry and guide you to a table for research.

Reading Room Guidelines:

Researchers may bring approved loose paper, research notes, pencils, wallets, and laptops/phones, but those items are subject to inspection when entering and leaving the research area. Paper and pencils are provided to researchers if you don't have your own. Researchers may not bring briefcases, backpacks, purses, boxes, or other large containers into the research area.

Below you will find a more detailed list of what is and what is not allowed in the general research area, however this list is not exhaustive.

Allowed:

- Loose paper, research notes
- Pencils
- Wallets
- Cameras, camcorders, and tripods
- Photographic copy stands (with approval)
- Medically necessary devices
- Scanners (only flatbed without auto feed are allowed, and MUST receive prior staff approval)
- Laptops/phones/tablets
- 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, ink pens, markers or Post-it notes

- Purses, fanny packs, briefcases, suitcases, handbags, backpacks, boxes, bags, equipment bags, or other containers of any kind

In-House Reproductions

Photocopy Fees

Photocopies are \$1/page for B&W or color

Digital Image Fees

JPEG or TIFF (300-600 dpi) files are \$1/scan for B&W or color

Commercial Use Fees (Books, blogs, websites, TV/movies, and other media)

JPEG or TIFF (300-600 dpi) files are \$20.00/scan for B&W or color and should include a credit to the library: "Image courtesy of AACA Library & Research Center, Hershey, PA".

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.

*All images are scanned at original size (100%), and at 300 dpi by default unless otherwise requested. Final scans can be provided in JPEG, PDF, or TIFF file formats; if no specific file format is requested, the librarian will use their best judgement for that project.

There is no additional charge for file transfer via email or a cloud-based service. In most cases, JPEGs will be transferred via email. TIFF files, which are larger in size, will be transferred via a cloud-based platform. Copies or digital files requested to be mailed through the post office in hard copy form or on USB drive will incur extra fees.

For remote research assistance and reproductions, please see our website aacalibrary.org.