

# Policies for the use of the Farmingdale State College Archives

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## **Mission**

To document the history of the college, through the collection, preservation, organization, dissemination, and display of historical materials.

## **Hours**

By appointment with a reference librarian, 9:00-4:00. Call (631) 420-2184 or email [gelleska@farmingdale.edu](mailto:gelleska@farmingdale.edu) to make an appointment.

## **Overview of the Collection**

Large photographic collection dating to 1914. Copies of college yearbooks, catalogs, bulletins, official documents, annual reports, written histories, newsletters and newspapers, etc.

## **Donations**

Please contact a librarian at (631) 420-2184 to inquire about making donations to the collection.

## **Use of the Collection**

All users wishing to do research in the college archive must make an appointment with a librarian. All requested materials will be brought to the user, and will not be taken from the library. Materials are not circulated. Users are required to show a picture identification, to use a pencil in taking notes, and to handle records with the utmost care. Some records have restrictions placed on their use to protect individual privacy or because they contain confidential information.

## **Reference Service**

Reference service to Farmingdale State College departments and offices will be provided free of charge within reasonable limits.

Reference service to individuals or organizations outside the University who are engaged in professional or personal research will receive up to 30 minutes of reference service free of charge. Service in excess of 30 minutes will be performed at the rate of \$20 per hour.

## **Photocopies**

Photocopies of documents or photos made by the user will cost \$.10 per page. Due to condition of materials, some items may only be photocopied by library staff, and some items may not be photocopied at all. Copies made by Department staff cost \$.20 per page.

## **Photographic Reproduction/Duplication**

- Photographs for use by the college will be reproduced at cost.
- Photographic reproductions for scholarly/personal/non-profit use by those not affiliated with the college will be done at cost, plus 100% for each photograph. The fee for more than five photographs ordered at the same time will be negotiated on an individual basis.
- Photographic reproductions for commercial/for-profit use will be done at cost plus 100%, plus a \$50 use fee for each photograph.
- In determining the fee to be charged, Library staff has the final judgment regarding whether the photograph is to be used for college scholarly/personal/non-profit, or commercial/for-profit purposes.
- Checks should be made payable to Farmingdale State.
- Special Collections staff will scan documents and images for you (if the condition of the item permits scanning) to your specifications. Scanning requests will be filled as time permits, and may require several days of processing time. Scanned images may be saved onto a floppy disk, zip disk, or CD (supplied by you), printed onto copier paper (black and white only), or printed onto photographic paper. See Librarian for Fee Structure.

## **Recommended Citation**

For citations to material in published or unpublished papers, researchers should cite this repository as:  
Farmingdale State College Archives, Farmingdale State College, Farmingdale, New York.