

POLICIES

- All in-house researchers must sign the guest book, complete our user registration form, and show a personal ID.



- You may use one of the lockers outside the reading room to store personal items. Bags are not allowed in the reading room, only note-taking materials. Food, drink and smoking are prohibited.

- When handling documents and books, make sure you have dry, clean, hands; you must wear provided gloves when handling photographs, maps, and ephemera objects.

- Note-taking in pen is not allowed near archival materials, but you may use a pencil or portable computer; or capture images for note-taking and personal use with a digital camera or smartphone set to mute. Scanners are not allowed. Do not write on materials or take notes on top of materials.

- We do not make photocopies from original manuscript sources or from any bound materials. Please keep items with their original folders and boxes. Items should be requested and referenced according to their title and date, and their box and folder's name and number.

PERMISSIONS

Collection materials including unpublished documents may be subject to laws governing copyright (Title 17, U.S. Code). **Reproductions or images of our holdings made by you or us at our facility are made for private study and reference only. Permission of Moravian Archives, Winston-Salem, and any other copyright holders is required for uses exceeding this "fair use."** Researchers acknowledge that they are solely responsible for determining the copyright status of the materials they use.

No commercial uses or publication of our materials are allowed absent specific permission from the Archives. Reproduction and distribution of images on the internet is a form of publication and is, therefore, not permitted absent specific permission from the Archives.. Researchers agree to submit a permission-to-publish application to the Archives in order to notify our staff of the intent to publish any material, in any format, from the collections of Moravian Archives, Winston-Salem.

Permission for scholarly publication is normally granted, if a reproduction fee is paid and a complimentary copy of the publication is to be sent to the Archives



SERVICES FEES POLICIES PERMISSIONS



SERVICES

Contact us to plan your visit and best use of our facilities. Upon sign-in and registration, guests have a number of free services available to them.

- The use of all research materials in the reading room, including our genealogical records on guest computers and our books in the reference library.
- Archivist assistance with information gathering, based on existing finding



aids without substantive research.

- Archivist assistance in finding vault

information, if it does not include genealogical inquiries, which are restricted to reading room resources.

- Archivist assistance on how to use the Archives, specific inquiries on the content of our holdings, references to holdings in other facilities, and Information about local churches or accommodations.
- With advance notice, individual or group tours of our facility can be arranged.

FEES

We are a private facility and are supported only by the Moravian Church and the donations of Friends of the Archives. Our modest user fees are a necessary part of our budget.

Information gathering assistance that exceeds one hour in archivist's time:

\$15/hour for family history research; \$40/hour for other research inquiries, except no charge for research for the Moravian Church and its agencies.

Photocopies of scanned items found in our Reading Room computers (memoirs, etc.): 25 cents per copy

Authentication of copies or reproductions of archival material: \$10 per letter

Digital reproduction of Archives' images: *Fees vary, depending on scan quality, and whether the work can be done in-house. There is a standard set-up fee of \$10 per order handled in-house, \$20 setup fee for orders sent outside our facility.*

For publication or display of archival materials: *If allowed, fees vary depending on publication and display venue.*



Remote Research: You may call or email us with a research request. Questions requiring less than ten minutes inquiry we will answer for free; for others requiring up to three hours of research, we do for a fee. We search the translated portions of our collections to help you find an answer to your question.

We charge a standard fee for up to one hour's work, prepaid online: \$15 for family history inquiries, and \$40 for other research requests. We will contact you with a fee estimate (at same pro-rated hourly fees) if the research will take longer. We limit remote research to three hours. If no clear answer is found, we will send you a list of all sources consulted during the research. It may take up to two weeks to answer some requests due to staff time constraints. Expedited requests, if possible, require a doubling of our research rates.

Translation Services: For more than a century, Moravians in the Southern Province kept their original records in a difficult-to-read German script. Many are now translated, but we do not provide access to untranslated materials to those who cannot read the language. You are able to contract with us to translate items. *Fees are 20 cents per word, with an additional 10% Archives handling fee (minimum \$10 charge).* A copy of the translation then stays with the Archives.