

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

## **Patron Research Conducted by MEBA Staff**

Client engaging MEBA in staff research services

### ***Useful Definitions for this policy:***

MEBA Staff: *an employee contracted employee of MEBA*

MEBA Researcher; MEBA Patron: *a person or organization contacts MEBA in order to access information from MEBA collections.*

Engage: *to hire or enlist one’s services*

Client: *A researcher or patron that officially engages MEBA by signing and executing an agreement to engage MEBA Services.*

***Purpose of the policy:*** *1) Establishes how to interact with researcher requesting MEBA research services, 2) Establish how to conduct clients engaging MEBA staff to conduct research on their behalf, 3) Ensures that client is invoiced according to MEBA research policies for MEBA staff research services, 4) Ensures that invoice relating to MEBA staff research is paid in full before client receives research information.*

(Reference Research Policies)

**Policy:** Before research is conducted by MEBA staff on behalf of client, documentation must be signed by client acknowledging client engagement with MEBA for staff research services. Client will be invoiced for research work conducted by MEBA staff. Client will not receive research information before invoice is paid in full.

### **Procedures:**

- 1) A **Researcher Patron Registration** form along with Researcher Guidelines, Researcher Welcome, and Patron Registration Form is to be sent to individual making request.
- 2) Patron Registration form must be signed by patron; and document acknowledging receipt of research policies should be initialed by patron. Both must be returned to MEBA for processing.
- 3) A **“Letter of Request”** from researcher, detailing research request of MEBA, project and company background information, contact information and a project timeline must be included in the request letter.

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*

- 4) MEBA staff will conduct a consultation with patron regarding their research and will inform them about the extent and informational content of archival material available in MEBA repository. Patron will also be informed about their research options that include in person patron research or research conducted by MEBA staff. Patron will also be informed about the associated fees.
  - 5) **CLIENT ENGAGING MEBA RESEARCH SERVICES:** Once a patron decides to utilize MEBA Staff to conduct research, a “Letter of Intent” detailing MEBA staff’s scope of work as it relates to research will be issued to the patron. The letter will indicate the initial minimum two hours of research to be conducted by MEBA staff and will also indicate the minimum \$35 dollars an hour charge with a minimum of two. The letter will also include the following details: 1) researcher will be contacted when MEBA staff is approaching two-hour research time to find out if research should continue or if research information found. Patron must also be informed that MEBA staff conducts research using only, archival material from our collections. Please bear in mind there is no guarantee that the specific information requested will be found in our collections
  - 6) The patron must sign and return the letter in order to officially engage MEBA in staff research services.
  - 7) Finance and Accounting department is contacted and an invoice for \$70, 2-hour research minimum is generated by that department. The invoice is sent to the client and a copy forwarded to the Archival Department for the client file.
  - 8) MEBA staff can begin conducting research and documenting the actual time spent on the project once the research minimum payment is received from the client.
- 
- 9) **EXCEEDING RESEARCH 2 HOUR RESEARCH TIME:** When 2-hour research time is about to be exceeded, archival staff is to inform client. Client will decide whether or not to continue to have MEBA staff conduct research at the \$35 per hour rate.
    - a) If client decides not to continue research, information collected from the archival collection will be made available to them after invoice is paid.
    - b) If client decides to continue research, they will specify the amount of research hours requested.

A new letter of intent will be issued to the client for them to sign. The letter will establish the continuation of MEBA research services for a specified number of hours at the rate of \$35 per hour.

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*

- 10) An invoice will be generated and sent to the client for the total balance for research conducted by MEBA staff.
- 11) Research will be submitted to client after invoiced balance is cleared.



---

# MEEK-EATON BLACK ARCHIVES