



Carrie Meek – James N. Eaton, Sr.

Southeastern Regional Black Archives Research Center and Museum

Carnegie Library at Florida Agricultural and Mechanical University

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

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In order to facilitate the daily request our organization receives from faculty, students, scholars, teachers, administration, the media, and the public at large, the requirement listed below must be followed:

All research is carried out in the Researchers Room (with the exception for contracted research request)

1. Schedule appointment(s) in advance each time a visit is needed.
2. Before research begins, submit for our files, on letterhead (if faculty, 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) publishing intent, and 5) a completed researcher's form.
3. List research questions and send questions prior to visit, if you need guided research services.
4. Xerox copies of research materials are available for twenty-five (\$0.25) cents per copy.
5. Digitized copies are per request at cost to the researcher, and depends on licensing needs.
6. A research fee of \$35.00 per hour will automatically be charged to the researcher for any research conducted by Meek-Eaton staff, with two-hour minimum fees as of July 1, 2022.
7. In citing these materials, credit must be given to the Meek-Eaton Southeastern Regional Black Archives Research Center and Museum. Also, credit must be provided to all collection materials by name.
8. The photo credit line for pictures should read:

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9. Deposit at the front desk any and all, brief cases, purses, and all other personal property not essential to the work at hand before proceeding to the research location.
10. **THE USE OF ELECTRONIC DEVICES (phones, laptops, cameras, watches, tablets, etc.) FOR RECORDING OR TAKING PHOTOGRAPHS OF THE MATERIAL IS STRICKLY PROHIBITED!** Any violation may include exclusion from the facility.
11. Smoking is not permitted, and no food of any kind may be brought into the Research room.
12. All materials are to be used with great care. No marks are to be added or removed, and no objects placed on the material. The use of pens, indelible pencils or felt-tip markers on the materials are not permitted in the reading room under any circumstances. Only pencils may be used. No tracing or rubbing are permitted without specific permission.
13. The exact order and arrangement of the papers or materials must be kept intact. If any mistake in the arrangement of materials is discovered, please bring it to the attention of the archivist. **PLEASE DO NOT RE-ARRANGE ANY MATERIALS.**
14. When finished please return all materials to the archivist.
15. **ANY MUTILATION, ALTERATION, OR DESTRUCTION OF THE RESEARCH MATERIALS OF THE FOUNDATION, OR THEIR REMOVAL FROM THE PREMISES, CONSTITUTES A CRIME UNDER THE LAWS OF STATE OF FLORIDA.**



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After you have read the rules please complete and sign the form below and return it to the Archivist or the receptionist. Your signature acknowledges that you have read and fully understand the following:

- \_\_\_\_\_ Researcher’s Welcome
- \_\_\_\_\_ Researcher’s Guidelines
- \_\_\_\_\_ Rules Governing the Use of the Black Archives

If researching information by website, please e-mail the researcher’s form and all other information required to process your research request. *Please adhere to the Meek-Eaton Southeastern Regional Black Archives and Museum staff research fee schedule.*

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

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

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Staff Witness                      Position                      Date

Thank you for choosing the Meek-Eaton Black Archives.