LIBRARY & ARCHIVES RULES

Fort Concho National Historic Landmark

630 S Oakes Street, San Angelo, Texas 79603
Phone: 325-657-4442 & Email: hqtrs@fortconcho.com

The Research Library is provided for users wishing to consult documentary materials held by Fort Concho National Historic Landmark. Researchers who wish to examine documentary materials must make an appointment in advance by phone, mail, or email. Feel free to contact the Librarian/Archivist for other inquiries. Thank you for your interest!

Access and Use of Materials

- ♣ Researchers must set up an appointment with the Archivist/Librarian by phone, mail, email, or visiting the front desk at Barracks 1. This gives staff time to prepare the items needed for research. This also ensures that the library is staffed while researchers are on-site to assist them.
 - In setting up an appointment, please leave your name, phone number, email address, and the topic you are researching so that the staff may prepare ahead of your visit.
 - Appointments are available Monday to Friday from 10 am to 4 pm unless otherwise arranged.
- Books and archival materials must not leave the library space at any time.

Care of Materials

- ♣ The researcher is responsible for the safe handling of any research materials that are made available. Researchers should only use pencils to record notes. Researchers may use a personal laptop, phone, tape recorder, or camera for note taking purposes, provided that such use does not disturb others.
- ♣ Coats, briefcases, purses, or other personal articles may be taken to a reading table. However, Fort Concho reserves the right to inspect all articles.
- Materials may not be written on, leaned on, folded, traced, or handled in any way likely to cause damage. Do not add or erase marks on papers. In some cases, researchers may be required to use copies when originals are not available or too delicate for use.
- **♣** Eating, drinking, smoking are prohibited in the Research Library. Mutilation, destruction, and theft of materials are subject to prosecution.

Duplication, Citation, Copyright, and Publication

♣ Researchers may request digital copies of materials from the Archives using the Request Form found on our website. Donations of \$25 are welcome as a form of

payment but not strictly necessary. Some items cannot be copied to due physical

condition or special restrictions, which shall be determined by library staff.

- Once the form is filled out, the researcher may send it via email to hqtrs@fortconcho.com or by mail to 630 S Oakes St., San Angelo, TX 76903, addressed to the Librarian/Archivist.
- Permission to examine materials is **not** an authorization to publish them. Permission to publish unpublished documents or published works must be obtained in writing from the holder of the copyright. Materials must be properly cited and credited in publications or in any other public use.
 - Researchers who wish to use our materials for personal, private, or educational research—including genealogy/family history research—are not required to have permission for use. However, Fort Concho National Historic Landmark must be credited in the citations and bibliography.
 - o Digital copies requested for publishing to online platforms will be watermarked.
 - o To use any of the archival material for commercial, publication, broadcast documentary, or any other purpose than Fair Use as defined by law, you must request and receive prior permission in writing from the Library & Archives.
- ♣ Should your research be published, please notify the Library & Archives at Fort Concho, and provide bibliographical information. Gifts of published works making use of our holdings are greatly appreciated.
- Fort Concho National Historic Landmark cannot and does not warrant and represent that it owns the copyright in the aforementioned photographs. Fort Concho National Historic Landmark can only warrant that it is the owner of such photographs which comprise part of the collections of its Library & Archives. If you have questions concerning the copyright on any of these photographs, you should independently determine as to whether any third party is claiming to own the copyright of the same. You should not rely upon any representation, implied or expressed, by Fort Concho National Historic Landmark other than this representation to you that these photographs are part of the collections of the Library & Archives, Fort Concho, National Historic Landmark, San Angelo, Texas.

Restrictions and Access

♣ Access to certain items may be restricted by statute or by donor. Also, access may be restricted to items which are not arranged, are being processed, or are fragile or very valuable. In some cases, researchers may be required to use suitable copies in lieu of originals.

[updated September 2024]