RESEARCH CENTER PHOTOGRAPH POLICIES AND PROCEDURES

PHOTOGRAPH REPRODUCTIONS

REPRODUCTIONS FOR ALL PHOTOGRAPHS

• Reproduction services provided only for materials for which Hardin-Simmons University owns intellectual property rights
• Processing of photograph order and associated paperwork (i.e., “Photograph Use Agreement”) provided by Research Center staff; copies forwarded to Educational Technology Services (ETS) for reproduction
• Reproductions of all photographs or negatives to be processed by ETS through digitization
• All associated reproduction monies and shipment of photograph order processed by ETS staff
• See “Photograph Reproduction Policies”
• See “Photograph Use Agreement”
• See “Pricing for Services in the Research Center”

PHOTOGRAPHS HOUSED IN RESEARCH CENTER

ABILENE PHOTOGRAPH COLLECTION

• Includes over 10,000 historic photographs, most subjects are of local interest
• Artificial collection (we do not own the originals) of 4x5 negatives housed in mylar sleeves inside archival envelopes
• Organized by Accession/Catalog number in metal file drawers
• Accession/Catalog numbering system: i.e., 81-00001.001; 87-04675.99; 93-09684.124
• Negatives located in Archives Workroom; closed to public access/use
• 4x5 prints of negatives located in main Research Center for public access; can be photocopied; non-circulating educational collection open to public access/use
• Reproductions may be requested

HARDIN-SIMMONS UNIVERSITY PHOTOGRAPH COLLECTION

• Collection of Hardin-Simmons University photographs (inclusive of Simmons College and Simmons University) housed in archival folders and boxes
• Organized by subject; not processed
• Originals—to include photographs and negatives—located in Archives Workroom, as well as Legacy Room
• Closed collection for public access/use
• Reproductions may be requested
• Photographs of Hardin-Simmons University may also be contained within other photograph collections, such as Abilene Photograph Collection, as well as, Hutcheson, Jones and Long Photograph Collections; these photograph collections may or may not be housed in the Archive Workroom.
PHOTOGRAPHS HOUSED IN EDUCATIONAL TECHNOLOGY SERVICES (ETS)

The following photograph collections are the work of deceased photographer studios located in Abilene, Texas.

- Original negative collections
- Housed in storage, not easily accessible
- Organized by collection and accession/catalog number; see examples below
- Closed to public access/use
- Reproductions may be requested

DON HUTCHESON PHOTOGRAPH COLLECTION
- Collection contains over 10,000 photographs of portraits and commercial photography (1961-1989)
- Accession/Catalog numbering system: i.e., 750182; 80046.1; 770047B

LLOYD JONES PHOTOGRAPH COLLECTION
- Collection contains over 16,000 photographs of portraits and commercial photography (1951-1992)
- Accession/Catalog numbering system: i.e., C204-1951001.501 (portraits); c2004-1960008.501 (commercial)

WORTHY LONG PHOTOGRAPH COLLECTION
- Collection contains over 1,000 photographs of portraits and commercial photography (1958-1985)
- Accession/Catalog numbering system: i.e., 2006-1960001.502; 2006-00001338.502