

# SAND PHOTO COLLECTION

## Guidelines for Use

### Collection Description

The collection consists of proofs and negatives that formerly belonged to a local professional photographer, Seaward A. Sand. There are approximately 4,800 photos and negatives in the collection, the majority of which were taken during 1919 through 1949.

### Access to the Collection

- Black binders shelved on the back wall to the right contain photocopies of the proofs that are stored in a non-public part of the library.
- The photocopies are organized alphabetically by individual's last name.
- There is a printed copy of the index to the collection, sorted both by individual's last name and by name of company, organization, or event, which is stored in a black binder at the start of the photo binders.
- You may browse through these binders in the Local History Room.

### Requesting Copies of Items in the Collection

- You may make photocopies of the copies in the black binders. The first two copies are free; there is a charge of 15¢ per copy for each additional copy.
- If you need to have one of the original proofs photocopied, please fill out a ***REQUEST FOR PHOTOGRAPH DUPLICATION: SAND PHOTOGRAPH COLLECTION*** form indicating so. **There is a \$5.00 charge for this service.**
- If you need to have one of the original proofs scanned, please fill out a ***REQUEST FOR PHOTOGRAPH DUPLICATION: SAND PHOTOGRAPH COLLECTION*** form. Please indicate if you would like the image saved to a floppy disk (*provided by the library*) or emailed to you. It may be several days before the image is emailed to you or until the disk is ready for pick-up. If we are saving it to a disk for you, we will call you when the disk is ready for pick-up. **There is a \$5.00 charge for this service.**
- If you need to have a print made from a negative or proof, please fill out a ***REQUEST FOR PHOTOGRAPH DUPLICATION: SAND PHOTOGRAPH COLLECTION*** form indicating so. A reference librarian will make arrangements with a pre-determined photo processor to have the print made. When the print has been made, we will contact you to pick up the print from the library. **There is a \$30.00 charge for the first print requested, and a \$20.00 charge for each additional print requested at the same time.**
- ALL CHARGES ARE DUE AT THE TIME THE COPIES OR PRINTS ARE REQUESTED. Charges are payable in cash or check payable to the Lockport Public Library.