# Information Regarding Proxy Researchers

The Harry Ransom Center recognizes that it may be necessary for patrons to hire or appoint researchers to work on their behalf with Ransom Center materials.  The Center maintains a list of students and others who have asked to be listed as potential proxy researchers; this list is available from any Ransom Center staff member.  However, the sharing of these individuals' names and addresses with patrons does not stand as an endorsement by the Ransom Center of their knowledge, abilities, experience, or trustworthiness.

The following document provides guidance for both the researcher and the proxy.

**Instructions for Researchers**

Financial arrangements are to be negotiated directly between patrons and their proxies.  The Ransom Center does not participate in any negotiations or arrangements, nor does it recommend rates of hire.

Patrons who hire or appoint proxies to conduct research on their behalf must themselves establish a research account with the Ransom Center.  This can be done online at http://www.hrc.utexas.edu/research/account/.  Be sure to read the Center's "Materials Use Policy" that you will find there.  Proxies will also establish research accounts and will use their own accounts to request materials; however, all photoduplication must be requested in the patron's name, and the patron is required to sign the copyright notice on any photoduplication request forms.  Patrons are also responsible for any photoduplication expenses incurred on their behalf by proxies.

It is the responsibility of patrons to communicate clearly their research needs to their proxies.  Ransom Center staff will provide routine orientation and reference assistance only.

**Instructions for Proxies**

The Ransom Center will add to the list of proxies anyone who requests to be added.  The list is not available on the public web; instead, it is sent to researchers upon request. To be added to the list, contact the Associate Librarian at reference@hrc.utexas.edu.  You will be sent a copy of the current list.  You should write a listing for yourself modeled on what you see there and

return that to the Associate Librarian.  Once your listing is added, all future researchers who request the list will see your information.  Once a year you will be contacted by email and asked to confirm or update your listing or remove yourself from the list; if you do not respond in a reasonable amount of time, your listing will be deleted.

If you have not had experience working with unpublished material in the Reading and Viewing Room, you will need to request an orientation.  Let the staff member who performs the orientation know that you are preparing for proxy research.  Be sure that you are instructed in the use of the online research account, the online finding aids, appropriate databases, and the card catalog.  Also be sure you understand the system for requesting photoduplication and the various digital formats, limitations on number of copies, methods of delivery, and prices.  Low-resolution files are provided for research purposes only; patrons are required by our policies to use high-resolution files for publication.

When you are working as a proxy for a researcher, you will check into the reading room with your own photo ID and request all items under your own research account.  Photoduplication requests, however, must be placed in the name of the researcher for whom the copies are made.  All researchers, even though they do not visit the Ransom Center in person, must have their own research accounts.  In addition, the researcher must sign the copyright statement on the "Photoduplication Order Form."  You should ask the researcher to fill out the top of the order form and sign the copyright statement and send the form to you.  You can then fill in the specifics of the requests and submit the form to the Circulation Desk.  Payment is due when the form is submitted and can be made either by you or by the researcher.  For more detailed information, see the document "Photoduplication Fees" on the web at http://www.hrc.utexas.edu/research/forms/.

In addition to reproduction fees, the Ransom Center may impose a use fee for publications.  Both the proxy and the researcher should familiarize themselves with the  "Publication Fee Statement and Schedule for Images" and the various Notification forms (at the same URL.)  The Ransom Center requires that patrons furnish a complimentary copy of any publication using its materials.

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