

# OLD DOMINION HISTORICAL FIRE SOCIETY

## Archive Copy Request

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

I am interested in finding the following:

Picture \_\_\_\_\_ Manual \_\_\_\_\_  
Check which applies

Describe as best you can the vehicle, manual, piece of equipment, article you request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact me at ( \_\_\_\_\_ ) \_\_\_\_\_ -- \_\_\_\_\_

and advise what you may have of the above requested item(s)

Return this form along with the Non Refundable research fee completed to

<b>Research Fee</b>	<b><u>Members Cost</u></b>	<b><u>Non members cost</u></b>	ODHFS Archives
Send with request	\$ 5.00	\$10.00	10719 River Road
			Chesterfield, VA 23832

**Once advised by us as to what we have, you may order those items by paying the following fees:**

<b><u>Payments due upon ordering:</u></b>	<b><u>Members Cost</u></b>	<b><u>Non members cost</u></b>
Per page copy - manuals	.10 cents	.20 cents
Photos - All 8 x 10	B/W \$ 3.00 per page	\$ 6.00 per page
	Color ( If available) \$ 8.00 per page	\$ 16.00 per page

All are Paid Upon Ordering. You will be advised of total costs including shipping. Shipment will be made upon receipt of payment in full. These funds help cover our costs and allow us to secure and maintain more like items. Please allow 2 weeks after sending in request and another two weeks after ordering to receive your information.

The ODHFS has a large archive library of pictures, videos, manuals, books, news articles, etc. that has been accumulated over the years. Much of what we have has not been used. For many reasons - lack of knowledge that this even exists, don't know what all we have, did not need anything until now, etc.

For this reason as well as to better understand what these archives mean not only to our membership, but to SPAAMFAA members cross the nations as well as departments in our state, we began the process of inventorying each and every item. This will help not only the Archive Committee, but you as a member know what we have to possibly help with that restoration project, a possible book being written, maintaining a departments history, etc.

A visit to the AACA Museum in Hershey, PA, found that to properly maintain and store these items, we need to purchase materials to preserve for the long haul. To do so, we will need to increase what we already have as well as maintain future collections that come our way. AACA has a form to be sent in to research and find what they have, then once they find it, a fee is paid to cover the costs to reproduce and send to requesting party.

In the past, this overall costs has been born by one of our members. This will not be the case anymore. All costs to copy manuals, picture, article, what ever it may be, will be covered by the attached order form. This decision to make the change was not one requested by this member. It was decided upon by the Officers and Directors as well as the Archive Committee. It is only fair this occur as this was previously done at the costs of this members company. The paper, film, time, costs to mail were all paid for and was never requested to compensate.

At a future State Meeting, the Archive Committee will have copies of what the archives entail. As this will be a long job to complete, we will have a partial presentation to make at the 2009 State meeting. We hope to have the entire project completed by 2010. With over 10,000 pictures alone, it will take some time to enter the needed info into the data base.

As a member of the ODHFS, your costs for copies is half of what a non member will be paying for the same materials. We feel this to be a more than fair costs to cover expenses as well as raise the needed funds to secure what we have as well as acquire more in the future items of interest or of historical significance.