SAND PHOTO COLLECTION

Guidelines for Use

Collection Description

The collection consists of proofs that formerly belonged to a local professional photographer, Seaward A. Sand. There are approximately 4,200 photos in the collection, the majority of which were taken during 1919 through 1949.

Access to the Collection

• Black binders shelved in the Local History Room 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 maroon binder at the end 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 CD (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 professional print made from a 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.

• If you intend to publish a photo in any format (print, online, exhibit), please fill out a “Request for Permission to Publish Library Photographs” form.