

Interested in viewing VHP collections at the Library of Congress?

1. First, use our online database to explore the collections.

- Go to [Veterans History Project Web site](#) & select "Search the Veterans Database"
- Search or browse for names, as well as additional categories
- Limit searches by war or branch of service
- View the contents of thousands of our digitized collections
- Depending on the complexity of your research interests, a consultation & search by our staff may be required. Please contact VHP at (888) 371-5848 or vohp@loc.gov.

2. After you have completed your online research, you will need to schedule an appointment. Please contact us at least 10 days in advance of your visit to allow time for our staff to retrieve & prepare the materials you request at (888) 371-5848 or vohp@loc.gov.

3. After scheduling an appointment, you may review collections in the American Folklife Center Reading Rm.

- [American Folklife Center Reading Room](#) in room LJ G53 (Thomas Jefferson Building, Ground Floor) Hours: 8:30 am - 5:00 pm, Monday through Friday, EST (except federal holidays)
- [You must obtain a Reader Identification Card](#) in room LM 140 (James Madison Bldg, 1st Floor) in order to use the reading room. Cards are free & can be obtained by completing a registration process & presenting a valid driver's license, state-issued identification card, or passport. Researchers must be 16 & above yrs of age at time of registration.
- For more information about doing research at the Library of Congress, please visit the following Web sites: [Research & Reference Services](#) & [Visiting the Library](#)

If you are a veteran or donor interested in seeing your donated collection or the collection of a family member, please remember it takes 4 to 6 months from the time of donation for proper archival processing of your materials. Once materials are processed, you may view the collection in the American Folklife Center Reading Room in the Jefferson Building of the Library of Congress **after making an appointment**. Please contact VHP at (888) 371-5848 or vohp@loc.gov.

Obtaining Copies of Collection Materials Generally, VHP collections that have not been digitized are available for onsite use at the Library of Congress in Washington, DC. Please contact VHP at (888) 371-5848 or vohp@loc.gov if you are interested in obtaining a copy of a collection for use in publication or exhibition.

Please note that all VHP participants (both interviewees & interviewers) retain the copyright to their materials; therefore, permission will need to be obtained before using the interview or other materials in exhibition or publication.

In order for VHP materials to be duplicated or used in publication or exhibition, we must receive from the interviewee written permission for you to obtain a copy of the recording unless the proposed use is limited to personal use, research, or other uses permissible by copyright law. In some instances, permission from the interviewer may also be required. This protects the rights of the interviewee/interviewer & is especially important if you plan to use the recording for publication or broadcast.

If a patron ever needs to contact a veteran for permission to use their materials in exhibition or publication, VHP staff will generally release the veteran's contact information to the researcher.

Photocopies of manuscript material & photographs can be made in the Reading Room for 20 cents per each page.

Policy for Using Veterans History Project materials As a publicly supported institution the Library generally does not own rights to material in its collections. Therefore, it does not charge permission fees for use of such material & cannot give or deny permission to publish or otherwise distribute material in its collections.

Under the fair use doctrine of the U.S. copyright statute (Title 17 of the U.S. Code), it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, & scholarly reports. There are no legal rules permitting the use of a specific number of words, a certain number of musical notes, or percentage of a work. Whether a particular use qualifies as fair use depends on all the circumstances. Thus, there are circumstances under the fair use doctrine where a quote or a sample may be used without permission. However, in cases of doubt, the Copyright Office recommends that permission be obtained. Please also see the Library of Congress [Legal Notices](#) page.

Responsibility for making an independent legal assessment of an item from the Library's collections & for securing any necessary permissions rests with persons desiring to use the item.

Privacy & publicity rights reflect separate & distinct interests from copyright interests. Users desiring to use material from this Project bear the responsibility of making individualized determinations whether privacy & publicity rights are implicated by the nature of the materials & how they may wish to use the materials.

Citing VHP materials Please use the following formats when citing Veterans History Project materials (substituting the appropriate name & collection ID number).

Materials as a whole: John P. Snodgrass (AFC 2001/001/xxxx), Veterans History Project Collection, American Folklife Center, Library of Congress (LOC)

Manuscript material: John P. Snodgrass (AFC 2001/001/xxxx), Memoirs (MS02), Veterans History Project Collection, American Folklife Center, LOC.

John P. Snodgrass (AFC 2001/001/xxxx), Transcript (MS04), Veterans History Project Collection, American Folklife Center, LOC.

John P. Snodgrass (AFC 2001/001/xxxx), Correspondence (MS01), Veterans History Project Collection, American Folklife Center, LOC

Recording: John P. Snodgrass (AFC 2001/001/xxxx), Audio recording (SR01), Veterans History Project Collection, American Folklife Center, LOC

John P. Snodgrass (AFC 2001/001/xxxx), Video recording (MV01), Veterans History Project Collection, American Folklife Center, LOC

Photograph: John P. Snodgrass (AFC 2001/001/xxxx), Photographs (PH01), photographer unknown, Veterans History Project Collection, American Folklife Center, LOC

John P. Snodgrass (AFC 2001/001/xxxx), Photographs (PH03-PH14), Ralph Williams photographer, Veterans History Project Collection, American Folklife Center, LOC

Computer file/material on disk: John P. Snodgrass (AFC 2001/001/xxxx), Computer file (CF01), Veterans History Project Collection, American Folklife Center, LOC

Artifact: John P. Snodgrass (AFC 2001/001/xxxx), Artifact (AR01), Veterans History Project Collection, American Folklife Center, LOC