

Archives Researcher Guidelines

Appointments

- Viewing and conducting research with archival collections **requires an appointment** to be made in advance with the archivist.
- In the event that a research appointment needs to be **rescheduled**, it is the researcher's responsibility to contact the archivist within 24 hours of their appointment.
- A **15 minute grace period** is offered for scheduled research appointments. Researchers arriving more than 15 minutes past their scheduled appointment time will be directed to reschedule their appointment.

General Guidelines

- Archival collections **do not circulate** and must be used in the archives office or in a designated study room under supervision of a staff member.
- **No food, drinks, or gum** are allowed when researching in the archives.
- **Only pencils** are allowed when conducting research. No pens, highlighters, white out, or post-it notes are allowed.
- **Devices** such as laptops, tablets, cameras, and cell phones (silenced) **are allowed**.
- **Research photos** may be taken **without a flash**. No personal scanners, tripods, or lights.
- **Personal items**, such as bags and backpacks, should be kept off the research desk at all times.

Care and Handling

- Keep documents **flat** and completely **on the table** - not hanging off the edge.
- **Please watch** long necklaces, headphone cords, clothing (such as ties or scarves), and long hair.
- Do not place anything **under or on top of** collection items.
- Do not write on anything on top of collection items. **Never add or erase marks** in any archival material.
- **Clean hands** are necessary for handling paper-based materials. Do not wear gloves when handling paper materials.
- **Nitrile gloves** must be worn to touch photographic prints and film.