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Archival Procedures

1. Researchers are required to complete a check-in process with the Archives staff upon each visit, including presenting a valid photo ID.
2. No personal belongings such as large bags or coats are allowed at the research tables in the Reading Room. Researchers may leave their belongings with a staff member in the Processing Room or other designated area for the duration of their visit.
3. Notes may be taken using a personal computer, phone, or paper and pencil. The use of pens is forbidden in the Reading Room.
4. No food or drink is allowed in the Reading Room, and hands must be clean and dry before handling archival materials.
5. Archival items may be photographed using a personal camera or cellphone, without the use of a flash, at no charge.
6. Scans of archival items may be requested and are subject to a fee. Digital reproductions of items must be requested through the use of our Image Reproduction Form. Reproduction requests may be denied due to the status or condition of the material. Please see our Archival Research and Reproduction Fees schedule for more information.
7. Storage areas will be closed to researchers, and staff will retrieve requested items and deliver them to the researcher in the Reading Room.
8. Researchers are allowed to call two boxes of material at a time. It is requested that researchers open only one folder at a time and ensure that the order of material is maintained within each folder and box.
9. All archival materials must be viewed flat on the table. Do not make marks on any materials or affix extraneous items to any pages. No objects should be placed on top of any archival materials. Please report any concerns or damages regarding materials to a staff member immediately.
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