



## Adams County Historical Society Guidelines for Researchers

Welcome to the Adams County Historical Society Library! Please read the following guidelines before beginning your research at ACHS.

### When you Arrive

- Patrons will be asked to fill out a registration form and sign in. There is a \$5 research fee for nonmembers. Students may research for free.
- Researchers under 16 must be accompanied by an adult unless granted permission by the staff.
- Patrons may not bring jackets, folders, cases, containers, bags, backpacks, purses, or food/drink of any kind into the research rooms. Lockers are available outside the research room to store your items. You may only bring in your research materials, including laptops (taken out of the case), charging cords, notes, and pencils.
- Patrons are not permitted to bring their own original documents into the research rooms without permission of the Collections Manager.
- Pens are prohibited in the research rooms. Pencils and scrap paper are provided for free.

### In the Research Rooms

- Photography is prohibited unless authorized by a volunteer. You may take pictures of non-photographic archival material and pay \$0.25 per image (the equivalent of paper copies). Taking pictures of ACHS photographs is strictly prohibited.
- No eating, drinking, or smoking is permitted in the research rooms.
- Cell phones are allowed, but please make sure they are on vibrate. If you receive a call you must take, please leave the room to answer it.
- Please be respectful of others and keep noise to a minimum.
- All materials are to remain in the library. Nothing may be checked out.
- The staff and volunteers reserve the right to inspect all materials brought into the research room and upon departure.
- Without medical reasons, pets are prohibited from the research rooms.

### **How to Locate Materials**

- Our dedicated staff of volunteers will assist you in finding the right materials in a timely and efficient manner.
- Between our two research rooms, there are four public computers where you can access finding aids, digital databases, and the internet.

### **Use of Materials**

- Please handle all materials with care. Do not place papers, books, or elbows on original materials. Staff may ask you to wear white gloves if you are handling original photographs, negatives, or artifacts.
- Do not write on any Society-owned materials, even in pencil.
- Do not take notes or write on top of original archival materials.
- Patrons are permitted to have only one box of records out at a time, and patrons may not remove or re-shelve boxes or books by themselves.
- All materials should be kept in order within the boxes or notebooks they are housed in.

### **Making Copies**

- Photocopies must be made by a volunteer unless a patron is given permission to make his or her own copies.
- Photocopies are 25 cents (\$0.25) per page for 8 ½" by 11" sheets, 50 cents (\$0.50) for 8 ½" by 14" sheets, and \$1.00 for 11" by 17" sheets.
- Photography of archival materials is allowed on a case-by-case basis, and determined only by volunteers or staff. If allowed, patrons must pay \$0.25 per image taken.