



### **Researcher Access Procedures**

Raynham Hall Museum is pleased to make its archival collections available to researchers, but requests their full cooperation in adhering to the following guidelines:

- Personal belongings such as coats, briefcases, handbags, etc. should not be placed on the research table; items used for research (i.e. pencils, paper, laptops, tablets) are allowed.
- Eating, drinking, smoking, and chewing gum are not permitted in the museum.
- The Museum may restrict the use of some records because of fragility, special format problems, or proprietary rights. Some records may be available in digital or transcript format.
- Researchers will receive permission to examine materials after showing a picture ID and filling out a Research Request Form. This form includes an agreement to be signed that indicates that the researcher has read the Access Procedures and a warning concerning copyright law. The Research Request Form, along with a list of records pulled, will be kept on file by the Collections Manager.
- Materials in the Museum's Archives do not circulate, and can only be used at the Museum with the Collections Manager present. Staff will remove and reshelve all materials in storage areas for patrons.
- Researchers should look through records one folder at a time, maintaining the order in which they were received. Researchers are requested to notify the Collections Manager if anything appears to be out of order; do not rearrange them yourself.
- Materials may not be removed from the room and must be returned in the same condition as when they were borrowed. The Museum reserves the right to inspect the researcher's belongings, and as a condition to obtaining access to the materials, the researcher consents to such search.

### **Guidelines for Handling Collections**

- Please wash hands before handling materials.
- Use a pencil to take notes. Pens or markers are not permitted while handling collections.
- No marks should be added or erased on the documents.
- Do not rest anything on top of manuscripts or printed items.
- Do not trace or write on top of the documents.
- Gloves should be worn if examining photographic materials.
- Do not bend or crease brittle paper.
- Staff may present book cradles with bound volumes, which are designed to reduce possible damages to the spine of the book. Please keep the volume in the cradle, which should stay squarely on the table at all times.
- Any improper handling and/or damage will result in materials being taken away from the researcher, and his/her user privileges being suspended.





- No images of the materials may be made by a camera, cell phone, scanner, or other device brought into the Museum, except as set forth in our Digital Photography Policy.
- Items to be copied should be marked with paper inserts, which the Archivist will provide. Please write your name, the date of the document, and the number of pages you want to be copied. The Archives staff will make photocopies for researchers.

### **Digital Photography Policy**

Readers are permitted to take their own digital pictures for study purposes in the Reading Room with a small, handheld camera, tablet, or cell phone. SLR cameras or larger cameras must be approved by staff prior to use. Extra care must be taken with large cameras as they can damage material if dropped. Lanyards worn around the wrist or neck are encouraged.

Images intended for publication (web or print) must be ordered from the Museum. It is the responsibility of the reader to keep complete and accurate citations (accession numbers, object ID numbers, page numbers, and box and folder numbers) for all items photographed. Requests for subsequent orders for high-resolution images for publication will not be processed without this information.

Only hand-held overhead capture is acceptable. Material must be photographed on the table surface. Laptops, portable scanners, lights, and tripods are not permitted. Placing material on the floor or standing on the furniture is strictly prohibited.

Never touch material while photographing; no pressure may be applied to the object. Material should not be removed from Mylar or from any mounts, nor should any unopened printed material be opened or paper clips or staples removed. Please report any of these situations to the Collections Manager. Ask for assistance if it is needed to safely photograph material.

It is the policy of Raynham Hall Museum that no entire collection or book can be copied or photographed. Readers agree to use digital surrogates for private research only. Readers must read and sign this copyright agreement form acknowledging that it is their responsibility to obtain relevant permission from copyright owners in the event they decide to publish their work.

