

Library and Archives Reading Room Procedures

Hours: By appointment only, Tuesday through Thursday, 9:30am to 4:30pm.

General

We welcome all researchers to Historic New England's Library and Archives. Following are requirements for using the collection:

- Food and drink are not permitted in the reading room.
- Please be respectful of other researchers. Set cell phones to silent or vibrate and conduct phone conversations outside of the reading room.
- Only materials essential to research (i.e., pencils, laptop computers, digital cameras, cell phone) may be brought into the reading room. All other belongings must be placed in the lockers provided.
- Researchers sign in the visitation register each day on arrival and notify a staff member when they are ready to depart.

Handling of Archival Materials

- All materials will be retrieved and refiled by Library and Archives staff.
- Researchers must wash their hands before handling archival materials. The use of oils, lotions, creams, etc., prior to handling archival materials is not permitted as they may damage the materials.
- Researchers must wear archival gloves when handling photographic materials and/or other materials at the discretion of Library and Archives staff. Gloves will be provided by staff.
- Only pencils and paper or electronic devices may be used for notetaking. Notetaking materials should not be placed on top of archival materials.
- Researchers will remove one folder at a time from document boxes, keeping the folder flat on the table while in use.
- Materials must remain in the order and condition in which they were retrieved.
- Materials in protective sleeves must remain in their enclosures. If accidental damage occurs, inform a staff member immediately.
- Library and Archives staff may restrict the use of some materials due to fragility, special format issues, or condition.
- Materials are not to be removed from the Library and Archives for any reason.

Digital Reproductions

- With staff approval, researchers may take photographs of materials for *personal reference use*. Tripods, scanners, camera flashes, and special lighting cannot be used.
- High-resolution digital images are available for a fee. Contact a staff member for more information.

Permission to Publish

- Researchers must obtain written permission from Library and Archives staff prior to publishing any materials from Historic New England's collections.
- It is the responsibility of the researcher to secure written permission from the copyright holders, other than Historic New England, when applicable.