



Research Policies

Hours

Open to qualified researchers Tuesday through Friday, 10am to 4pm by appointment only. Every attempt will be made to accommodate researchers requested date, but scheduling decisions will be made based on staff availability.

Obtaining Materials

1. Each researcher shall complete a research application and provide acceptable photo ID
2. Research materials may not be borrowed or removed from the museum. Researchers must let the museum know what materials they would like ahead of their arrival. Materials will be made available on arrival and may only be used in the Library. Researchers are not allowed into the storage areas unless approved and accompanied by staff.
3. The researcher is responsible for returning all material to a staff member. The museum reserves the right to inspect all bags, purses, briefcases, portfolios, etc.

Handling Materials

1. Only pencils may be used. Ink is not allowed
2. No smoking, eating (including gum), and drinking is allowed
3. All materials must be handled with care. Paperclips and post-it notes may not be used; marks may neither be added nor erased; tracing and rubbing is prohibited. Loose sheets should be handled by their edges. Some items require gloves which will be made available.
4. If material arrives in boxes or folders, remove only one folder or box at a time. Do not rearrange materials or remove documents from the folders. Please maintain the exact order of materials.

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2. All duplication of materials must be completed by museum staff. Researchers may not use their own cameras, scanners, or other duplicating equipment.
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