

Herschell Carrousel Factory Museum Archives

Guidelines for Using Archives Collections

General Rules:

- A completed Researcher Registration form must be turned into museum staff before using archives materials.
- Archives materials do not circulate and must be used in the presence of staff.
- Do not bring purses, briefcases, backpacks, etc. into the archives. Please leave these items with museum staff.
- No food or beverages are allowed in the archives. Smoking and gum chewing are not permitted.

Handling the Collection:

- Use only pencils when taking notes. Pens and other ink based writing instruments are not allowed in the archives. Laptops may be used.
- Personal cameras may not be used to photograph materials without prior consent.
- Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
- Please make sure that your hands are clean. Please avoid applying creams and lotions to your hands immediately before handling materials as oils can transfer and cause considerable damage.
- Materials must be used one box at a time.
- Never place an open book face down.
- Do not lean on books or documents.
- Be careful when opening books and turning pages; always lift the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes or any three dimensional object for place markers. Paper slips are available from museum staff. Please remove all paper slips from materials before returning them.
- Items in folders should be examined one at a time; please keep items in order. No marks may be added to or erased from any materials.
- If items are enclosed in Mylar sleeves, please do not remove them.
- When using materials housed in special enclosures, please be sure to put them back in the same way. If you need help re-housing an item, please ask museum staff.
- If the item you are using seems too fragile to handle, please ask museum staff to assist you.
- Photographs may be taken only with the permission of museum staff. Not all materials may be photographed.
- The museum reserves the right to inspect all research materials and all personal articles before a patron leaves the museum.

Ordering Reproductions:

- If you wish to order a photocopy or a digital scan, please fill out a Reproduction Request Form. These forms are available upon request from museum staff. Please be aware that some items in the collection may be too fragile to be copied.
- Photocopying is performed by museum staff and only if the condition of the materials will not be harmed. Photocopies are \$0.25/page. It is museum policy that collections cannot be photocopied in their entirety or in significant amounts.
- Permission to publish reproductions of materials in the archives must be requested in writing. Please see museum staff for a License to Publish Reproductions Application.
- **The museum reserves the right to refuse reproduction requests.**

Thank you for your cooperation; following these rules will help us to preserve our collection so that researchers can continue to benefit from the information they contain.