

Archival Research Policy

Adopted: 3-7-89

Amended: 11-18-02; 4-21-08, 5-16-11

Requests from patrons for specific research by staff shall be incorporated on a time available basis. Should research take more than one hour, a research fee of \$25 per hour, with a minimum of \$25, will be charged to the patron. All costs for preparing, duplicating and mailing items shall be at the expense of the patron. Research will not be completed and items will not be sent before payment is received.

All researchers wishing to conduct their own research using the museum's archives must set up an appointment and complete a researcher registration form to include name, address and other contact information, and subject of and reason for research.

Researchers will follow established procedures for conducting research and will give appropriate credit to the New London Public Museum. Researchers wishing to reproduce photographs or documents from the collection will follow procedures to do so. Permission to photocopy primary source materials must be approved by the director or assistant director. Some materials may be too fragile to reproduce. Please refer to reproduction use fee schedule provided.

Research procedures:

1. Requests for research must be made in advance and appointments will be incorporated on a time available basis.
2. Researchers are not allowed in storage areas; a separate space for research will be set up for your use.
3. Items other than books, notebooks, pencils and computers will not be allowed in the research area. Personal belongings can be checked with a staff person.
4. No marks of any kind will be made in research materials.
5. Researchers will report any damage to materials.
6. No pens are allowed in the research area.
7. Researchers may use museum weights to keep book pages open and acid-free bookmarks (upon request).
8. No food or drink is allowed in the research area
9. Staff monitors the research area at all times.
10. Researchers may be asked to wear gloves if using primary source materials, handling photographs, or handling rare books.