RESEARCH POLICY AND PROCEDURES

General Information

Most of the collections of the Frederick D. Hill Archives are open to all researchers who may profit from the use of their holdings. Each researcher must fill out a registration form for every research project undertaken in order to establish his/her identity and to assist reference service by defining the research topic. By signing the registration form, each researcher signifies that he/she has read these guidelines and thereby agrees to abide by its policies. Each researcher must register every time.

The Archives is committed to making all materials available for use as soon as possible. However, the Archives recognizes the right of donors to place reasonable restrictions on the use of their materials to ensure individuals' right to privacy. Unprocessed materials may also be withheld from use.

As a security measure, the Archives prohibits the use of briefcases, book bags, large handbags, books and notebooks at the research table. Such items of personal luggage, excluding valuables, must be left in the area designated by the Archivist before a researcher may be seated. Only note paper and pencil may be taken to the table. The Archives reserves the right to inspect briefcases, book bags, large handbags, books and notebooks. Laptops are also permitted, but photography is strictly prohibited.

Procedures

1. Please complete a researcher registration form for each research project.
2. Please inform the Archivist of your research request.
3. Register each time.
4. Leave briefcases, notebooks, etc., in the designated area.
5. Archival materials may be used only in the Archives office.
6. Take notes in pencil. Laptop computers are also permitted, but photography is strictly prohibited.
7. Please be reminded of the unique and often fragile nature of archival material. Make no marks on the materials. Please do not write notes on top of materials or rest books or other objects on the face or surface of items used. Please handle loose sheets or book pages by the edges. Tracing is not permitted.
8. It is extremely important to preserve the existing order and arrangement of unbound material. Manuscript collections are generally arranged chronologically. Report any disarrangement to the Archivist. Do not rearrange items yourself.
9. Only one folder at a time will be allowed. Keep all folder items in the same order and facing the same way as you received them.
10. When arranging for photo-duplication, please observe carefully the guidelines outlined under "Duplication".
11. Material left temporarily on the table should be replaced in its container and all containers and volumes should be closed before leaving the Archives.
12. The Archives reserves the right to inspect briefcases upon leaving the Archives office.
13. Smoking and the consumption of food and beverage are NOT permitted.