

Archive Rules and Procedures

The following rules and procedures are intended to ensure the proper handling of archival material so that they are available to all researchers.

Research Room

- Researchers must schedule an appointment in advance of visiting the Research Room. Appointments can be made between Tuesday - Friday, 10am-4pm, by calling 850-595-5842 or by using the online Research Request Form: <http://www.historicpensacola.org/education-research/hilton-green-research-room/>
Appointments are not guaranteed until confirmed by a staff member
- At the time of scheduling an appointment, the researcher will identify a topic, collection, or items they would like staff to pull for when they visit the Research Room. The in-person research fee is \$12 (admission ticket to UWF Historic Trust Museums) unless the researcher is a member in which case the fee is waived. There are additional fees for photocopies and scans.
- All researchers will sign-in upon arrival and review and provide written acknowledgement of the research room rules. Rules will also be clearly visible on posted signs. Once checked-in, all personal materials will be stored in provided lockers.
 - Allowed: pencils, note cards, loose blank papers, binders, and light sweaters.
 - Not allowed: food or drink, ink pens, folders, binders with pockets, heavy jackets, briefcases, bags, purses, or any personal electronic equipment such as computers, cameras, phones etc.
- A researcher may request reasonable accommodations for special needs.
- Researchers will have access to only the research room where staff can monitor activities at all times. Staff will accompany a researcher if there is a need to enter restricted areas.
- The Archivist may limit the amount of research materials brought out to the researcher at one time. The researcher will indicate when they are ready for additional materials.
- Researchers are expected to follow proper handling procedures for archival material.
 - Do not: mark material or erase existing marks; use pens, markers or high-lighters on or near our materials; fold, tear or cut documents; make tracings or rubbings; rest books or other objects on the surface of items; or touch the surface of loose sheets or book pages if they can be handled by their edges.
- Photographic, video and audio equipment may only be used by the staff. Researchers must fill out a duplication request form. For a small fee, staff can scan and copy documents. Copying or purchasing reproductions does not constitute permission to publish and they must be used in accordance with the copyright laws. The Archivist may limit the handling and reproduction of items if deemed too fragile for the public to handle.

Signature

Date _____