

PROCEDURES AND REGULATIONS

Shaker Village of Pleasant Hill Collections and Archives

To safeguard unique and valuable archival and manuscript material, researchers are requested to observe the following rules:

Registration

Researchers are required to sign in with the reading room attendant upon their first visit to the reading room, and to sign in at each visit.

Personal Belongings

Coats, books, purses, bags, briefcases, newspapers, umbrellas, and other personal items should be hung on rail pegs or stored in the desk drawers provided. Researchers may bring a laptop. Personal books and notebooks are allowed while working with secondary library materials but restricted while accessing rare books and special collections. No pens are allowed in the reading room. Pencil only. Pencils and loose paper will be provided upon request. Researchers are responsible for the security of equipment and other materials they bring into the facility.

Eating and Drinking

Water in lidded, tightly closed, spill-proof bottles is allowed to be stored in a designated area of the library, away from collection material. Food is not permitted.

Cell phones

Please refrain from using cell phones while in the library. Turn off or silence your cell phone and take all calls outside.

Research Equipment

A digital microfilm/microfiche reader is available for use by researchers. Findings may be saved to personal USB devices. Fees will apply for any copies or scans made by staff.

Material Limits and Maintaining Original Order

Researchers may use either one volume or one folder at a time. In the case of manuscript or archival material, original order must be maintained. Do not remove items from a folder or shift the order of items in a folder.

Treatment and Handling Of Materials

All materials must be handled with care. Hands should be clean and dry. Gloves will be provided when appropriate. Do not mark material or erase existing marks, use pens, markers or highlighters on or near our materials, fold, tear or cut documents, make tracings or rubbings, rest books or other objects on the surface of items, open unopened pages, or touch the surface of loose sheets or book pages if they can be handled by their edges. All material must be kept

flat on the table or supported in a book supports provided by the archivist. Do not lift books, documents, photographs, or slides to the light. Magnifying glasses will be provided upon request. No book, papers, or other objects (except the special weights provided to hold books open) may be laid on the materials. Acid-free paper will be provided to mark places of interest in books and special collection materials. Do not use Post-it notes or regular paper. Do not make any marks on the material and do not open unopened pages.

Photographic, Video and Audio Equipment

Researchers wishing to photograph, film, or record materials with personal equipment must read and sign the Photography Policy, agreeing to comply with handling and copyright policies. Permission to photograph objects, buildings, documents, or the like does not imply permission to publish/reproduce such materials. Researchers/photographers must submit a completed the Application for Permission to Publish Form and are responsible for payments and compliance with all applicable fees and conditions. The archivist will provide an identification strip which is to each included in the frame of each image which is taken. Digital cameras must be used without flash. Additional equipment may be used with permission of the staff.

Publication and Citation Requirements

Researchers wishing to publish photographs belonging to Shaker Village of Pleasant Hill must fill out an Application for Permission to Publish. For policies relating to publication, see our Permission to Publish Policy. Footnotes should cite the author, title, and date of a work, the name of the collection, and Shaker Village of Pleasant Hill.

Permissions and Copyright

Users of the collections are responsible for all adhering to all permissions and copyright regulations. Permission to quote from manuscript materials must be obtained from the appropriate copyright holders (who may include the Donor or his/her estate and other writer of materials that are part of any collection), as well as from the Archives at Shaker Village of Pleasant Hill as the holder of the property rights.

Fees

Users who wish to obtain photocopies or reproductions of any materials can expect accompanying fees.

Duplication Services

Photocopies and digital scans of holdings may be requested by researchers, but Shaker Village of Pleasant Hill reserves



the right to restrict duplication services due to physical condition or copyright restrictions. All users requesting copies (including copies made with a personal camera) will be required to fill out our Duplication Services Request Form. Copies must be used in accordance with copyright law of the United States (Title 17, United States Code) and archive policies. Shaker Village of Pleasant Hill may set additional restrictions to protect fragile or damaged materials. Personal photocopiers and scanners are not allowed. The making of all copies (save for those done by the researcher with his/her personal camera) will be done by staff members. Copies are for reference use only and may not be transferred to any other person or institution and may not be further duplicated in any format without specific permission of the Shaker Village of Pleasant Hill. All digital scans remain the property of Shaker Village of Pleasant Hill.

Inquiry and Reference Services

Our staff can provide reference assistance via email or by phone regarding the contents of and access to our collections as well as brief answers to factual questions; however, we do not have the resources to do extensive research for our patrons. If a question requires more than an hour of staff time, we may suggest arranging for an on-site appointment.

Policies Governing Access

Researchers should be aware that portions of the collection at Shaker Village of Pleasant Hill have restricted or limited access. Our rare books, original manuscripts, and special collections are restricted from open access and browsing and require special handling. In-house reference files are browsable but have limited restrictions when special handling or security considerations are required. Microfilm, microfiche, and secondary library materials including books, periodicals, and facsimile record books and journals are open for browsing, without handling or security restrictions.

Policies Governing Use

All materials are non-circulating, including (but not limited to) rare books, special collections, historic manuscripts, literary manuscripts, microfilm, microfiche, research files, and secondary library books and periodicals. All collections must be consulted in the library and their use must be in agreement with the Archive's handling and security policies.

Prohibited and Restricted Access and Use

We reserve the right to prohibit or restrict access to certain collections due to the physical, legal, or contractual condition of the materials.

Adapted from the policy of the Department of Rare Books, Special Collections & Preservation, University of Rochester and the Archives & Special Collections Library, Vassar College

