

# PROCEDURES AND REGULATIONS

## *Shaker Village of Pleasant Hill Collections and Archives*

*To safeguard Shaker Village of Pleasant Hill (SVPH) Collections and Archives, visitors and researchers are required to follow the outlined procedures and regulations:*

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### **Personal Belongings**

Coats, bags, and other personal items must be left at the entrance to the facility. Researchers may bring a laptop and notebook. Only pencils may be used while conducting research.

### **Eating and Drinking**

Food and drink are not permitted in the research library and must be left with personal items at the entrance to the facility.

### **Research Equipment**

A digital microfilm/microfiche machine is available for use by researchers. Copies of materials may be saved to personal USB drives. SVPH cannot provide USB drives for researcher use.

### **Treatment and Handling of Materials**

All materials must be handled with care. Researchers may use either one volume, folder, or box of material at a time. Materials must be kept in the order in which they appear in folders or boxes.

Hands should be clean and dry before handling materials. Gloves will be provided when appropriate. All material must be kept flat on the table or supported by a book cradle, if appropriate. Researchers should not remove materials in Mylar sleeves. Please ask for staff assistance with document fasteners, materials in Mylar sleeves, or 3D objects.

Acid-free paper will be provided to mark places of interest in books and special collections materials. Please do not make any marks on the material and do not open unopened pages.

### **Photography**

Personal cameras/cell phones may be used to photograph materials in the library at SVPH. All photographs or images created may only be used for personal research and study. Photographs or images may not be published, reproduced, distributed, or given to another library, repository, or archive for use or posted on social

media without written permission from Shaker Village of Pleasant Hill.

SVPH Collections and Archives staff may deny requests to use a personal camera if use may result in damage to materials or unauthorized reproduction of materials. Cameras may not be used when viewing restricted materials.

Researchers must provide their own cameras. No additional lights, built-in flashes, or tripods are permitted in the research library.

### **Permissions and Copyright for Publication**

Certain items in the SVPH Collections and Archives are under copyright. Researchers are responsible for contacting copyright holder(s) to obtain permission for use of materials SVPH does not hold copyright of. Shaker Village of Pleasant Hill assumes no responsibility for clearing any rights for researchers to use materials in publications or projects.

Researchers must submit a completed Application for Permission to Publish to use images of Shaker Village of Pleasant Hill objects and/or archival materials in publications or projects.

Researchers should cite materials as “Courtesy of Shaker Village of Pleasant Hill.”

### **Research and Duplication Fees**

Photocopies or reproductions of materials may have accompanying fees. Duplications of restricted or delicate materials are prohibited.

### **Access**

Certain materials in the SVPH Collections and Archives are restricted or have limited access. Rare books, original manuscripts, and special collections have special considerations for handling and research purposes. SVPH Collections and Archives staff reserve the right to limit or restrict access to certain materials due to physical, legal, or contractual conditions of the materials.



# RESEARCHER REGISTRATION FORM

*Shaker Village of Pleasant Hill Collections and Archives*

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please check any which apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Shaker Village Staff           | <input type="checkbox"/> Undergraduate Student        |
| <input type="checkbox"/> Shaker Village Intern          | <input type="checkbox"/> Museum Professional          |
| <input type="checkbox"/> Shaker Village Volunteer       | <input type="checkbox"/> Family Historian/Genealogist |
| <input type="checkbox"/> Shaker Village Research Fellow | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Graduate Student               |   |

If you are affiliated with an organization or an institution, please list it here: \_\_\_\_\_

Purpose of research:

- |  |  |
|--|--|
| <input type="checkbox"/> Term Paper  | <input type="checkbox"/> Family Genealogy    |
| <input type="checkbox"/> Publication or Report (Book, Article)               | <input type="checkbox"/> Thesis/Dissertation |
| <input type="checkbox"/> Museum Exhibition (Proposed Title and Dates: _____) |  |
| <input type="checkbox"/> Other _____   |  |

Research topic(s): \_\_\_\_\_

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I have read and agree to abide by the Procedures and Regulations of the Shaker Village of Pleasant Hill Collections and Archives. I understand failure to comply with these procedures and regulations may result in denial of access to the collections and archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

