

LIBRARY AND ARCHIVES

Reading Room Procedures

General Guidelines

We welcome all researchers to **Historic New England's Library and Archives**. The following are the requirements for using the collection:

- Food and drink are **not permitted** in the reading room.
 - Please be respectful of other researchers. Set cell phones to silent or vibrate and conduct phone conversations outside of the reading room.
 - Only materials essential to research (e.g., pencils, laptop computers, digital cameras, cell phones) may be brought into the reading room. All other belongings must be placed in the lockers provided.
 - Researchers must sign the visitation register upon arrival each day and inform a staff member when they are ready to leave.
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Digital Reproductions

- With staff approval, researchers may take photographs of materials for **personal reference use**. Tripods, scanners, camera flashes, and special lighting cannot be used.
 - High-resolution digital images are available for a fee. Contact a staff member for more information.
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Permission to Publish

- Researchers must obtain written permission from Library and Archives staff prior to publishing any materials from Historic New England's collections.
- It is the responsibility of the researcher to secure written permission from the copyright holders, if other than Historic New England, when applicable.

HOURS

*By appointment only,
Tuesday through Thursday,
9:30 a.m. – 4:30 p.m.*

*85 Merrimac Street
Boston, MA 02114*

Handling of Archival Materials

- All materials will be retrieved and refiled by Library and Archives staff.
 - Researchers must wash their hands before handling archival materials. The use of oils, lotions, creams, etc., prior to handling archival materials is not permitted as they may damage the materials.
 - Researchers must wear archival gloves when handling photographic materials and/or other materials at the discretion of Library and Archives staff. Gloves will be provided by staff.
 - Only pencils and paper or electronic devices may be used for notetaking. Notetaking materials should not be placed on top of archival materials.
 - Researchers must remove only one folder at a time from document boxes, keeping the folder flat on the table while in use.
 - Materials must remain in the order and condition in which they were retrieved.
 - Materials in protective sleeves must remain in their enclosures. If accidental damage occurs, inform a staff member immediately.
 - Library and Archives staff may restrict the use of some materials due to fragility, special format issues, or condition.
 - Materials are not to be removed from the Library and Archives for any reason.
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To make an appointment, please contact Library and Archives staff at Archives@HistoricNewEngland.org or (617) 994-5909

**HISTORIC
NEW ENGLAND**
HistoricNewEngland.org