

Guidelines for Visitors DHR Archives

(Revised October 2009)

**Hours of Operation: 8:30 a.m. – 4:45 p.m., Tuesday through Thursday
Closed Friday through Monday, and on Official State Holidays**

1. All visitors must sign “Conditions for Use” Agreement at the Archives front desk upon arrival in the reading room. Visitors may be required to present photo identification at this time.
2. Coats, backpacks, oversized carryalls and bags must be deposited at the coat tree and book cart inside the map room. **Only materials necessary for research, including laptop computers may be used at the worktables.**
3. **Ink pens or markers may not be used by visitors while in the archives.** Pencils are available for visitors use at the Archives front desk. Colored pencils for highlighting are also available upon request.
4. **No food or drinks** are allowed in the Archives reading room.
5. Public access is limited to the Archives reading room. Archives staff will retrieve architectural survey files, archaeology site forms, slides and negatives for patrons.
6. Public restrooms are located on the first floor next to the conservation lab. There are no public restrooms or water fountain located on the second floor.
7. Patrons may use the telephone at the Archives front desk for local calls or toll-free long distance calls. Please limit calls to **5 minutes**. Please see the Archives staff for instructions on use of the telephone. Patrons may also receive a fax while in the Archives – see Archives staff for assistance. The use of cellular telephones in the Archives is acceptable; however, please show courtesy to fellow researchers while using a cell phone.
8. Appointments are not necessary to visit the Archives. Appointments are required to see other staff members outside of the Archives. Patrons may use the Archives telephone to check on availability of a staff member if they do not have a pre-arranged appointment.
9. Archives materials will not be retrieved after **4:30 p.m.**
10. Library materials do not circulate.
11. Photocopies cost **20 cent each** and color printouts cost **\$1.00 each**. These must be paid at the Archives front desk by check or cash. Invoices are acceptable, with a minimum charge of **\$10.00**. In order to be issued an invoice, you must provide: an address, a phone number, a federal identification number and/or a social security number.
12. The public scanner in the reading room may be used to create digital images at no charge. The images must be saved to DHR standards and using the DHR naming convention and copies of the files must be made available to the Archives staff.
13. There is a **\$10.00** minimum charge for scholarly research requests that involves the copying of information not made in person. Photocopies from these requests cost **50 cent each** and will be invoiced when the material is mailed, emailed or faxed.