



# BALDWIN COUNTY DEPARTMENT OF ARCHIVES AND HISTORY RESEARCH/VIEWING ROOM POLICIES



Welcome to the Baldwin County Department of Archives & History. We administer rare books, and other research collections. These research materials are rare, fragile, irreplaceable, or otherwise in need of protection. Please handle them with care and respect. We reserve the rights to refuse access to anyone we feel has violated any of the procedures outlined below.

1. All patrons must complete a research request form with Archives.
2. All patrons must sign in at the reference desk upon entering the facility. Dependent upon the research request, you may be asked to show a photo ID.
3. Archives and special collections materials cannot be checked out.
4. The Archives research room is reserved for individuals using our collections. Research room computers are available for research directly related to Archives.
5. To respect other researchers, please whisper when any talking is needed.
6. Only paper and pencils (no pens). Lockers are provided for patrons to secure all other belongings (including jackets, bags) while in the research room. Pencils and scratch paper are available at the reference desk.
7. **NO** food, beverages, candy, gum or similar consumables are allowed in the research room.
8. Furniture is not to be moved without permission.
9. Make sure your hands are clean. Gloves will be used when handling photographs or other sensitive material.
10. The Archives may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
11. Researchers will only be allowed to use one box or book at a time.
12. Restricted records are closed for research purposes. The Archives will only open restricted records in accordance with the terms specified in transmittal documents or statements of gifts. Other records may be restricted due to legal or institutional obligations.
13. Unprocessed Archival collections are not available for research.
14. When Patrons are finished with their research, they should bring the materials to the Archives staff and inform the staff whether they intend to return to complete their research.
15. Archives staff **ARE NOT** able to conduct research on behalf of the researcher.
16. Patrons should understand copyright and citation forms for archival material if the material is used or referenced in papers, reports, or other non-personal material.
17. Patrons must know that Archives employees **DO NOT** give legal advice.
18. Special permission from Archives Director is required for use of cameras, tape recorders, and all copying devices. Most duplication requests will be filled within 3-7 business days.
19. Normally Archives are open Monday-Friday 8:00-4:30 PM.
20. **Research/Viewing Room Hours are Monday-Friday 9:00 AM -3:30 PM.** For Security, reasons, all records, services, and requests for copies must be submitted to the staff no later than 30 minutes before the end of viewing room hours.