



HISTORICAL SOCIETY OF MENDOCINO COUNTY

RESEARCH ROOM ACCESS

1. Researchers must be at least 14 years old.
2. Children under 14 must be accompanied by an adult who will supervise them at all times.
3. Researchers are not allowed in the stacks, records holding areas, or other staff-only locations, except in the event of an emergency as instructed by staff.
4. Research room staff/supervisors have the right to limit or modify access to records for researchers who are not following the rules.
5. Researcher privileges are subject to suspension for those who physically or verbally abuse research room staff.

RESEARCH ROOM - GENERAL RULES

6. Research room hours are from 1:00 p.m. to 4:00 p.m., Thursday through Saturday.
7. Phone calls are not allowed in the Research Room. Cell phone ringers must be turned off or put on vibrate. Researchers may make phone calls outside the Research Room.
8. Photography and filming in the Research Rooms for any purpose other than approved research is strictly prohibited without prior authorization.
9. HSMC provides, without charge, pencils and notepaper for use in the Research Rooms.
10. The following materials are **NOT AUTHORIZED** in the Research Rooms: pens (including ballpoint pens, felt tip pens, and markers), cups (paper or plastic), adhesive backed notes (post-it), adhesive tape, paper clips, rubber bands, metal rulers, and rubber fingers.
11. The following items are **NOT AUTHORIZED** in the Research Rooms: food or beverages (water in closed containers ok if left at the docent desk), lotions, E-cigarettes/vapes, and any liquid of any kind.
12. No records may be removed by non-HSMC staff from Research Rooms.
13. Researchers must return all records at least five minutes prior to closing.
14. Researchers should note that preservation guidelines will be revised as necessary by the HSMC.

RESEARCH ROOMS - PULL REQUESTS

15. Appointments must be made to access **special collection** materials not available in the research room.
16. Pull requests must be submitted at least 24 hours before your appointment.
17. Researchers must use microfilm copies or other alternative copies (such as digital copies) of documents when available, rather than the original documents. Exceptions must be approved by the archivist.

RESEARCH ROOMS – RECORDS HANDLING

18. Researchers may only use one cart at a time, one box at a time, one folder at a time, and one file at a time to prevent misplacement of records within containers.
19. Records should not be placed on the researcher's lap, on a chair, or on the floor. Records should not be handled or read in mid-air. Records must be laid flat and viewed on top of a Research Room table.
20. Researchers must never allow documents and/or boxes to hang over the edge of the table, be placed on the floor, or be stacked on top of other boxes.
21. When placing records back in folders or containers, researchers must carefully align records on top of one another in a folder so that documents are fully supported and no edges of documents extend beyond the folder. Researchers should not tap or jog documents on end to align them.
22. Researchers should not rest, lean, or otherwise exert pressure on records or their containers.
23. Researchers should avoid having hanging identification badges and/or dangling jewelry or clothing (i.e. scarves) come into contact with records.
24. Research Room allowable items (pencils, memory sticks, CDs, cameras, reading glasses, or other non-record materials) should not be placed on top of records. Electronic device cords should not rest on or drape over records.
25. Researchers should not move or drag records across other records or against surfaces (such as tables or equipment) that might abrade them or cause them to break.
26. Card index drawers must be pulled completely out and placed on a table or extendable boards for viewing. Researchers should only pull one card index drawer from a cabinet at a time.
27. Researchers should handle all records carefully. Volumes should not be forced open or subjected to pressure that will damage bindings and text blocks. Books should be properly supported when being handled. Researchers may not back-roll, back-fold, or "pop" creases in records in attempts to open and flatten them.
28. When removing or replacing records in containers, researchers should support records underneath with two hands, folder stock, or paperboard provided by HSMC staff.
29. Researchers should not grasp items by one hand or lift items by one edge or corner.
30. Researchers should keep hands clean and free from any substance that could stain or damage records or their containers. This includes food, ink, toner, tobacco, saliva, hand lotion, hand sanitizer, and Tacky Finger fingertip moistener or similar products which cannot be used or brought into the room.
31. Researchers are not allowed to write on records or their containers, or on paper that is placed on top of records.
37. Researchers may not attach any fasteners (paperclips, rubber bands, staples, etc.) to the records.
38. Records attached with any type of fastener, glue, wafers, or seals, and/or sewn with historic lacings and ribbons may only be separated, pulled apart, or back-folded by designated staff.
39. Researchers must wear gloves on both hands when handling photographic materials (unless they are housed in protective sleeves), Photostats, reproduction slides, glass slides, and film. Researchers are not permitted to bring in their own gloves. Researchers must use nitrile gloves

provided by HSMC and follow the size/fit guide. Gloves must be disposed of prior to leaving the room.

40. Researchers are responsible for returning records to the appropriate container and must use a placeholder when removing files/folders from containers to keep records in order. Researchers should remove any placeholders when they are finished using the records.
41. Researchers should return all records to their folders and containers during breaks longer than 5 minutes.
42. Researchers must always keep records in their original order and never attempt to rearrange or correct records. Researchers should notify a staff member if they find a misplaced document or file.
43. Researchers may not pass or share documents from the same box to or with another researcher.

RESEARCH ROOMS – COPYING/REPRODUCTION/EQUIPMENT

61. All request for reproduction must be brought to HSMC volunteers or staff.
62. Researchers are required to obtain approval prior to imaging any records.
63. Researchers are responsible for complying with copyright or other use restrictions.
64. Time limits on copying equipment may be enforced when other researchers are waiting.
65. HSMC staff shall have the right to inspect, without notice, work stations and imaging procedures and to be present at all times when records are being utilized. Researchers should consult HSMC staff for clarification of these procedures or when any difficulties or problems arise.
66. The following equipment is **AUTHORIZED** for use in the Research Rooms: DVD/VHS recording decks, video cameras (Beta Cam, Handi Cam, and camcorders), video cassette tapes, photographic cameras, photographic film, laptop computers (no computer cases allowed), flatbed or contactless scanners with no feeding mechanism, cell phones, iPads, tablets, and USBs. Any other imaging equipment not listed here will need to be approved by Preservation staff prior to use with records.
67. The following equipment is **NOT AUTHORIZED** for use in the Research Rooms: handheld scanners, scanning wands or pens (any imaging device that rests or comes into contact with the record), and external light sources. Smartphone supports are subject to approval.
68. Researchers may bring unlimited DVDs/CDs/USBs for reproduction purposes. Tripods may be used but are not permitted to be placed on tables (with the exception of mini tripods), boxes, files, folders, or documents.
69. Personal imaging or other equipment may not be stored overnight in the research complex.
70. Use of flash photography is strictly prohibited.
71. Researchers must make sure that all copies are properly marked/stamped as “Reproduced at the Historical Society of Mendocino County” well in advance of leaving for the day.
72. Records being imaged/reproduced should not be left unattended.
73. Volumes should be properly supported during imaging. If the volume does not lay flat at the designated opening, a cradle or support provided by staff should be used on one or both sides.

Fold-outs should be supported underneath with heavyweight paper or folder stock supplied by staff.

74. Polyester L-sleeves are a protective preservation measure for fragile documents. Researchers may not remove items from polyester sleeves or other protective enclosures without staff approval.
75. Bound volumes and oversized documents cannot be scanned on a flatbed scanner. Any document that exceeds the dimensions of the imaging platen or is not completely supported by the imaging bed is considered oversized. Book cradles, book scanners, or camera scanners must be used where provided.
76. Glass slides can only be photographed through light tables. When handling glass slides, the utmost care must be used and gloves must be worn at all times.

Printed Name

Phone Number

Address

Email

Signature

Date