

Englewood Historic Archive Researcher Agreement

1. Local historical materials may be used only in the designated area, under the supervision of the archivist.
2. Only notetaking and historical materials are permitted on the research tables. Notetaking materials may be pencil & paper, or an electronic device (laptop, cell phone).
3. No food or drink is allowed in the designated research area.
4. Care shall be taken to prevent damage to the historical materials. Items shall not be written on, altered, traced, folded anew, or handled roughly.
5. Materials should not be left unattended and should be returned to the archivist when the researcher leaves the table or completes their use of the historical materials.
6. When using the photographic file, researchers shall wear gloves provided by the library for this purpose.
7. Only one box of material may be viewed at a time. Researchers must follow the procedures demonstrated by the archivist to ensure that all historical material remain in their original condition and order.
8. No local historical materials may be removed from the library. **THERE ARE NO EXCEPTIONS.**
9. The library reserves the right to search any briefcases, folders, backpacks, bags, packages, or any other personal items for archive materials if deemed necessary.
10. Any use of photographs or other materials should be credited as to source, whether it is printed or used in a speech. The correct citation is:

Item Name, Date, Collection Name. Englewood Public Library, Local History Collection.

I, _____, the researcher, agree to adhere to all rules stated above, as well as any verbal instructions given by the archivist. I understand that failure to follow these rules may result in being denied future access to archival materials.

Signature

Date