



Elizabethtown College

Research Policies and Reading Room Procedures

Earl H. and Anita F. Hess Archives and Special Collections

Registration

All researchers must check-in with the Archivist or the Library staff member on duty when entering the archives reading room. Researchers may be asked to provide contact information and present a photo I.D. before using any materials. The Hess Archives and Special Collections is open to all students, faculty, staff, and the public.

Personal Belongings

Coats, bags, umbrellas, and other personal items should be placed outside the reading room. Lockers are available in the stairwell between Level 1 and Level 2. Please let a Library staff member know if you require assistance accessing the lockers. To aid in notetaking, researchers may bring into the reading room a laptop computer or tablet, pencils, paper, a cell phone (set to silent or vibrate), and/or a small camera. No pens, markers, or highlighters are permitted in the reading room. Researchers are responsible for the security of their own personal belongings.

Food and Beverages

No food or beverages are permitted in the reading room.

Handling of Materials

Hands should be clean, dry, and free of lotions and creams. Please wear provided cotton gloves when handling photographic materials and artifacts. All materials should be handled with care. Do not: mark material or erase existing marks; use pens, markers, or highlighters on or near materials; fold, tear, or cut documents; make tracings or rubbings; rest books or other objects on the surface of items; or touch the surface of loose sheets or book pages if they can be handled by their edges. Use appropriate book supports to support bound volumes.

Circulation

Materials housed in the Hess Archives and Special Collections do not circulate and may not be removed from the reading room. The storage area is not open to the public.

Requests for Materials and Original Order

The Archivist or the Library staff member on duty may ask a researcher to prioritize requests for materials and/or limit the number of volumes or boxes that are brought to the reading room at one time. When using materials, researchers must maintain the original order. Do not remove

items from a folder or shift the order of items in a folder. Do not remove photographs and other materials from plastic sleeves.

Reproductions

Researchers may use a cell phone or a small camera to photograph collection items for personal research use only. If additional images of items are required, photocopies or scans will be produced by the Archivist or a Library staff member on duty and fees may apply. Researchers are to use provided bookmarks along with a written list of items to be copied to indicate which items they would like to be reproduced. Publication of materials from the Hess Archives and Special Collections in any media requires completion of a Permissions Request Form and fees may apply.

Citation and Copyright

All materials used from the Hess Archives and Special Collections should be properly cited. Citation examples can be provided on request. Researchers are responsible for following all applicable laws, including copyright.

Restrictions and Privacy

Some records may be restricted from public use to protect privacy or confidentiality. Researchers interested in using materials from the Donald B. Kraybill Collection may be required to complete a Privacy Agreement.

Reference Services

The primary mission of the Hess Archives and Special Collections is to support the work of Elizabethtown College students, faculty, and staff. Reference services for all others are provided as time allows. The Archivist can provide reference assistance via phone or email, but if a question requires more than an hour of staff time, we may suggest that the researcher arrange for an on-site appointment.