

Chatham University Archives

Jennie King Mellon Library

Researching with the Archival Collections at Chatham University

- 1) All briefcases, purses, coats, and other personal articles are to be deposited outside the research area. In the case that the research is conducted in the Archives, patrons may use the coat tree located next to the entrance. In the case that the research is conducted in other areas of the library, patrons are to deposit personal articles in a secure locked location with assistance by the Archivist or library representative.
- 2) No food or beverages are permitted in the area where research is conducted. Children under 12 must be accompanied by an adult and supervised at all times.
- 3) Hands should be clean for the handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as oils can transfer and cause considerable damage.
- 4) Always wear the cotton gloves supplied by the archives when handling photographic material. Oils from hands can damage archival materials.
- 5) Use only pencils when taking notes. If you do not have a pencil, one will be provided.
- 6) Do **not** remove any item from plastic enclosure. If reproductions of such items are required and adequate photos cannot be obtained due to the plastic enclosure, reproductions will be made by the archivist.
- 7) Researchers may use cell phones to photograph collection items. If other additional copies of items are required, copies will be produced by the Archivist. Researchers are to use provided bookmarks along with a written list of items to be copied to indicate which items they'd like to be reproduced. See *Chatham University Archives Services & Fee Schedules* for more information.
- 8) Do not rearrange the order in which the materials are delivered to you. Return all items to the proper file folder and all file folders to the proper box.
- 9) Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
- 10) Use the proper book supports to support bound volumes.
- 11) Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.