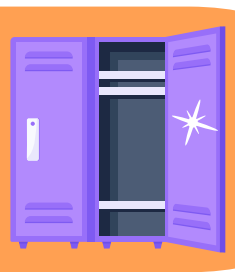
PRESERVE THESE RECORDS

FOR FUTURE RESEARCHERS

1. USE LOCKERS

You may bring pencils, paper, laptops, and other mobile devices into the research room. Store all other personal belongings, including bags, pens, food, and drinks in the lobby lockers.



2. USE PENCILS

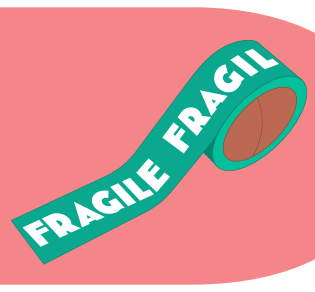
Use only pencils in the research room. Pens and markers aren't allowed near the County's historical records to prevent damage or defacement.

3. PROTECT RECORDS INTEGRITY

Archival records serve as evidence of the past, and any tampering or manipulation of them undermines their evidentiary value. Don't write on or edit them.

4. HANDLE ITEMS GENTLY

Historical records are unique and can't be replaced. Don't fold or bend materials. This causes permanent creases, tears, or structural damage to the records. Don't lean on records or set anything on them.



5. MAINTAIN FILE ORDER

Put only one box on the table at a time and remove only one folder from the box at a time. Maintaining original file order preserves the context for future researchers.

6. SNACK LATER

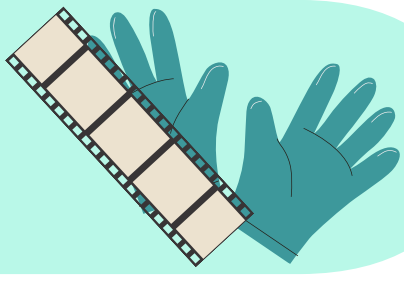
Spilled food or drink permanently damages the records and attracts insects and rodents into our space. Store snacks and drinks in our lockers and only consume in designated areas.

7. REQUEST SCANS

Archival materials may not be checked out, but you may request scans or take photos using your personal phone or digital camera.

8. WEAR GLOVES

When handling photographs, negatives and other photographic materials, wear provided gloves. This prevents the oils on your hands from damaging the film.



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