



## The Dawes Arboretum Archives Guidelines for Usage

The Dawes Arboretum Archives are open by appointment only; Monday through Friday, 9am – 4:00pm, weekends subject to approval. Please contact the Archivist to schedule a visit by calling the Arboretum or emailing [daweshistory@dawesarb.org](mailto:daweshistory@dawesarb.org). The researcher must agree to the following guidelines before gaining access to archival materials.

### **Personal Belongings**

**Coats, hats, backpacks, tote bags, purses, pens, and other personal belongings must not be accessed while using archival materials.** The Archivist will provide the researcher with a place to store these belongings during their visit. The Archives Building is not open to the public, so the researcher's personal belongings will be secure during their visit.

**Cellphones, laptops, tablets, pencils, and notepads are permitted while using archival materials.** The Archivist can provide additional pencils and paper upon request. Please ask the Archivist about using any item not listed.

**Cellphones must be on vibrate** while inside the Archives Buildings to respect Dawes Arboretum staff. The researcher may step outside to take any personal calls.

**No eating or drinking while using archival materials.** Any food or drink brought in by the researcher may not be consumed while archival materials are in use.

**Smoking is prohibited on all Dawes Arboretum property.**

Personal belongings brought into the Archives Building by the researcher may be subject to search prior to leaving the Archives Building.

### **Collection Use**

The Dawes Arboretum History Archives materials are housed entirely in closed stacks. No materials may be removed from the department, left unattended or given to another researcher. The Archivist may limit the number of items that the researcher may use at one time.

The researcher should be handling archival materials with **clean and dry hands**. Hand sanitizer, lotion, and other products may damage materials. Facilities are available in the Archives Building for the researcher to wash their hands prior to using materials.

As a preservation measure, only pencils, paper and magnifying glasses are allowed while using

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materials. **Ink pens, colored pencils and other markers are not allowed.** Pencils can be provided by the Archivist.

Please handle all materials with care. Do not make marks on materials or write notes on top of material. Do not lay open books face down, rest books or rest other objects on the face or surface of other materials being used. Tracings or rubbings may not be made. Please keep photographs and manuscripts in the order in which they are arranged in folders or boxes. **For questions handling archival materials, please ask the Archivist.**

### **Photography**

**The researcher is permitted to use a cellphone or tablet to take photographs for personal reference only.** The researcher is not to distribute these photographs or post them online. The Archivist may notify the researcher of specific materials that may not be photographed for any reason. **Flash photography is not permitted.**

The Archivist will not create photocopies of any archival materials.

For using photographs or digital scans of any archival materials in publication or other commercial use, please ask the Archivist for further information.

I, \_\_\_\_\_, agree to follow the guidelines above while using archival materials at the Dawes Arboretum.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_