

PENNSYLVANIA RAILROAD TECHNICAL & HISTORICAL SOCIETY ARCHIVES

Rules For Use of the Research Collections

- 1.** The PRRT&HS Archives are open to the public by appointment. First-time visitors must complete a Registration Form and produce identification bearing a photograph and the current address of the visitor in order to use the collections. The Form then becomes the Archives' permanent record on each patron and need not be completed with each successive visit. Researchers must sign the register daily.
- 2.** All coats, hats, briefcases, camera bags, handbags, hip packs, books, parcels, packages, umbrellas, or other personal belongings are prohibited near the assigned search table. A coat rack is provided, but no lockers are currently available. The PRRT&HS is not responsible for lost or missing personal belongings. Jackets and sweaters may be worn for comfort, but if removed, must be placed on the coat rack.
- 3.** Eating, drinking (other than water), smoking, loud conversation, boisterous conduct, and use of cellular telephones, radios or other forms of music players are prohibited in the Search Room. Keep drinking water off the worktable and well away from any portion of the collection. Protect the collection from any wet clothing or other moisture source.
- 4.** Each patron is permitted to bring a notebook or folder of notes into the Search Room. Only pencils may be used to take notes in the Search Room, no pens. A laptop computer may be used provided that any cords are kept out of walkways. All patrons will have their research notes inspected by an Archives staff member prior to leaving the Search Room.
- 5.** Under no circumstances are PRRT&HS materials to be removed from the Search Room.
- 6.** Call slips will be used to designate the items to be used by the patron. Please fill these out clearly. Up to a maximum of six boxes, cartons or volumes will be retrieved at any one time.
- 7.** Only one folder or volume may be opened and viewed at one time. Use a placeholder to mark the exact location of the file folder, so it can be returned to the correct place in the carton. Original records must be kept flat on the table at all times. Do not try to review the contents of a folder before removing it from the carton.
- 8.** Materials may not be marked, rearranged or handled in any way likely to cause damage. Use of pen or other permanent marker, making tracings or rubbings, and writing over original materials are prohibited. Do not lean on the research materials or apply any adhesive materials, such as Post-it notes. Users must preserve the existing order of all unbound materials. Please report any disarrangement or conservation problems to the staff. Gloves must be worn when handling photographs or negatives.
- 9.** The use of personal lighting, typewriters, copiers, scanners, tape recorders, and other such recording devices is prohibited. Laptop computers and cameras may be used as long as all carrying bags and cases are kept well away from the assigned research table.

10. Photocopying of original materials is permitted when approved by the Archives Attendant on duty. Use a placeholder to mark the location of an individual document before removing from the folder. The attendant will demonstrate proper use of the photocopier. Cost is 10 cents per page. Materials judged by the Attendant to be too fragile to copy may not be reproduced. Copying is permitted for reference purposes only. Certain materials may be subject to "Fair Use" as defined by the U.S. Copyright Law.

11. When quoting, citing, publishing or exhibiting any materials from the PRRT&HS Archives, use the credit line: **Courtesy of the PRRT&HS Archives.**

12. Failure to adhere to these rules and policies may result in the suspension of Search Room privileges.

I certify that I have received and read a copy of the Rules For Use of the Research Collections of the PRRT&HS and I agree to comply with these rules.

Signature _____ Date _____

Print Name _____