



## Library and Archive Rules of Use

The library and archives are can be used by appointment only. Thursday through Saturday, 10-4pm.  
To request an appointment for the library or archives, please contact Winn Herrshaft at: (503) 591-5125  
or email at: [winn@washingtoncountymuseum.org](mailto:winn@washingtoncountymuseum.org)

Name: \_\_\_\_\_ Institution (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number : \_\_\_\_\_ Email: \_\_\_\_\_

Subject and Purpose of Research: \_\_\_\_\_

### **Regulations For Use of Materials:**

Library collections, Archival collections and Special Collections items must be examined in the reading room. Researchers who wish to examine our collections must adhere to the following rules:

1. No backpacks or bags larger than 8 ½ " x 11" are permitted in the library.
2. No food or drinks are permitted.
3. Cameras are not permitted. Hand-held scanners are not permitted.
4. Researchers must request materials by filling out the request form.
5. Researchers must consult all materials in the reading room, and they may not be removed from the premise.
6. Researchers must use pencil only. Researchers are responsible for the safeguarding of materials provided to them. Use of any kind of pen, flair, or magic marker is prohibited. Writing or leaning on, folding, or the mishandling of any document is **PROHIBITED**. Laptop computers and audio equipment with headsets can be used only with the permission of the Archivist. The use of digital recording devices in the reading room is **PROHIBITED**.
6. Researchers must maintain the order of items in folders and folders in boxes,

and return all consulted materials to the Archivist.

7. All materials requested must be retrieved by museum staff. All materials used will be returned to the shelves by museum staff only.
8. When handling library and/or archives materials, appropriate gloves must be worn at all times.
9. Any photocopying requested must be done by museum staff.
10. Researchers must provide appropriate identification upon entering the repository.

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I understand and agree to the regulations of use for the Washington County Museum's library and archive. Failure to observe these can result in result in immediate removal from the library/archive and suspension of access.

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Name

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Date

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