

# POLICIES & PROCEDURES

**Researchers should familiarize themselves with these regulations prior to visiting the Archives.**

1. No personal belongings such as large bags or coats are allowed in the archives. Researchers may leave their belongings in the office or coat rack.
2. Notes may be taken using a laptop, tablet, phone, or paper and pencil. The use of pens is not allowed in the Archives.
3. No food or drink, with the exception of water, is allowed in the Archives and hands must be clean and dry before handling archival materials. Water must not be on the reading table with materials.
4. Archival items may be photographed using a personal camera or cellphone, without the use of a flash, at no charge, with use of Courtesy of Dedham Historical Society & Museum overlay.
6. Photocopies of archival items may be requested and are subject to a fee. Digital reproductions of items must be requested through the use of our Image Reproduction Request Form. Reproduction requests may be denied due to the status or condition of the material. Please see our Archival Research and Reproductions Fees schedule for more information.
7. Storage areas are closed to researchers, staff will retrieve requested items and deliver them to the researcher at the reading table.
8. Researchers are allowed to call one box of material at a time. Researchers may open only one folder at a time, and ensure that the order of material is maintained within each folder and box.
9. All archival materials must be viewed flat on the table. Do not make marks on any materials or affix extraneous items to any pages. No objects should be placed on top of any archival materials. Please report any concerns or damages regarding materials to Archives staff immediately.
10. Any permissions granted by the Dedham Historical Society & Museum are for a one-time use only. All reproductions copyright Dedham Historical Society & Museum unless otherwise noted in writing. Dedham Historical Society & Museum should receive a credit line in all publications. Use of preferred citation for each collection is expected.