

Suggested Guidelines for Use of Town Records

To ensure the long term preservation of town records, we request that you observe the following guidelines. These are designed to provide records security, care, and protection in accordance with professional archival standards.

1. Please store coats, bags, briefcases, and similar items in the space available outside the records use room.
2. Wash hands prior to using records.
3. No food or drink is allowed in the document use or storage areas.
4. Anyone using records is requested to sign a use log.
5. To provide maximum space for records users in our limited area, we ask that you work with no more than two archival boxes or three volumes at a time.
6. There is absolutely no writing on any of the records. Special care is required when consulting rare records, and it is requested that you use a pencil, rather than an ink pen, for any note taking when consulting these records.
7. No records may be removed from the use area.
8. Please do not lean on or put paper on top of the records.
9. Avoid all use of sticky notes, tape, rubber bands, paper clips, etc. on the records.
10. Notify staff if you find items in disrepair. Do not attempt to clean or repair records yourself.
11. Photocopying, taking of photographs, and use of hand held scanners may damage records and are only allowed by permission of the staff.
12. Please return records to the staff to reshelve.
13. Record storage areas are closed to the public. Staff will retrieve material for you.
14. Please do not hesitate to ask for assistance.

Thank you for your cooperation!