

**New Hampshire State Archives**

**Research Room Policy**

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

1. All personal belongings are to be placed in a locker outside of the Research Room.
2. Registration is required for all researchers.
3. No food or drink is allowed in the Research Room.
4. Wash hands prior to using records. Researchers should keep hands clean and free from any substance that could stain or damage records or their containers. This includes food, ink, toner, tobacco, hand lotion, hand sanitizer, and Tacky Finger fingertip moistener or similar products which cannot be used or brought into the room. Please do not lick or otherwise moisten fingers.
5. Researchers may only use one cart at a time, one box at a time, one folder at a time, and one file at a time to prevent misplacement of records within containers.
6. Researchers must always keep records in their original order and never attempt to rearrange or correct records. Researchers should notify a staff member if they find a misplaced document or file.
7. Researchers are responsible for returning records to the appropriate container and must use a placeholder when removing files/folders from containers to keep records in order. Researchers should remove any placeholders when they are finished using the records.
8. Researchers should not rest, lean, or otherwise exert pressure on records or their containers. Researchers should avoid having hanging identification badges and/or dangling jewelry or clothing (i.e. scarves) come into contact with records.
9. Researchers should handle all records carefully. Volumes should not be forced open or subjected to pressure that will damage bindings and text blocks. Books should be properly supported when being handled. Researchers may not back-roll, back-fold, or “pop” creases in records in attempts to open and flatten them.
10. Do not write on any of the records. Special care is required when consulting records, and it is required that you use a pencil, rather than a pen, for any note taking.
11. Avoid all use of sticky notes, tape, rubber bands, paper clips, etc. on the records. If you find any of these on records, alert the Research Room staff. Do not attempt to remove these yourself.
12. Notify staff if you find items in disrepair. Do not attempt to clean or repair records yourself.
13. Use of flash photography is strictly prohibited.
14. No records may be removed from the Research Room.
15. Please return materials to the staff to reshelve.
16. Record storage areas are closed to the public. Staff will retrieve materials as requested.