

Research Rules for ACHS

- Patrons are permitted to bring into the research room their own pencils and loose-leaf papers. Pens, coats, jackets, spiral notebooks, tablets, folders, cases, containers (of any kind), bags, "fanny packs," backpacks, and/or purses are prohibited. Keyed lockers are provided for patron use. Items too large to fit in these lockers must be left in the patron's vehicle. The society is not responsible for patron's belongings.
- Patrons will wear identification at all times when at the ACHS
- Patrons may not bring original documents from home into the research room of the ACHS.
- Use Pencils Only
- The use of laptops is permitted; all laptops must be taken out of their respective cases.
- The use of other electronic equipment including, cameras, tape and video recorders, scanners and personal copiers are prohibited.
- No smoking, eating, or drinking is permitted in the research room.
- When handling original archival documents, patrons may be required to wear white gloves.
- Handle all archival materials with care.
- Do not take notes or write on top of original documents.
- Patrons are permitted to have one box or records at a time and have one folder out of the box at a time.
- Leave documents arranged in their folder in exact order.
- Receive permission from a research staff member before copying any documents. Any questions should be referred to the collections manager.
- Researchers should respect the rights of others and keep noise to a minimum.
- Researchers should keep research materials nearby and remain in their own space.

ALL DECISIONS REGARDING THE REPRODUCTION AND HANDLING OF ACHS MATERIALS ARE AT THE DISCRETION OF THE STAFF. ALL THEIR DECISIONS ARE FINAL, AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.