

TOWN OF CLARKDALE ARCHIVE - ACCESS PROCEDURES

Welcome to the Town of Clarkdale Archive.

This facility is open to lay and professional researchers **by appointment**.

The following procedures help preserve the items in the Archive for future generations. Your understanding and cooperation are appreciated.

1. All patrons must **register** with the Archive worker on duty and complete and sign a Request for Access. Positive identification and written references may be required.
2. Items in this Archive are subject to Arizona State **laws** covering the unauthorized removal, mutilation or destruction of government records.
3. No bags, purses, briefcases, notebooks, binders, coats, or other **personal property** are allowed in the Archive research room. Patrons will store these items in the cabinet provided while doing their research.
4. Use **pencil** only for taking notes. No other writing implements or markers are allowed in the Archive research room.
5. Only loose sheets of **paper** or note cards are allowed in the Archive research room. Post It Notes are not allowed. Loose paper is provided. Patrons must present all items to Archive worker for checking prior to departure.
6. Personal **computers** are permitted, but computer carrying cases must be placed in the storage cabinet.
7. **Food, drink and tobacco** are not allowed.
8. Archival items may be used only under **supervision** of Archive workers, who will assist patrons in identifying material to be studied. Items to be studied will be retrieved from storage by the Archive workers and brought to the researcher.
9. No more than two books and or two manuscript boxes will be **retrieved** at a time.
10. Archival items must be **handled with great care**. Archive workers monitor the use and handling of items at all times. Proper handling guidelines include, but are not limited to:
 - Handle **papers one at a time**, using both hands for support and stack papers carefully. Do not pick up a stack of papers and tap them on the table to straighten them. If a document is in fragile condition, please request assistance from a staff member.
 - **Do not make** any marks, erasures, or any other **changes** on a document.
 - Keep all **items on the table** while being used. Place nothing in the lap or propped against the table.
 - Place **nothing on top** of Archive items. Do not write on top of, fold anew, or trace items.
 - **Turn pages slowly** and carefully, touching only the margins if possible.
 - **White cotton gloves** (furnished by the Archive) must be worn when handling items. Notify the Archive volunteer or staff if you notice any irregularities or incongruities in the description of the material and the actual material, or if you notice damaged items.
11. Note regarding **photocopying**: Patrons may order photocopies of printed items, but all photocopying is subject to the approval of the Archive worker on duty. Final approval rests with the Collections Manager. Some items cannot be copied due to their condition or other **restrictions**. Archival items larger than 11" x 17" will not be photocopied. Photocopies may be ordered at the time of a patron's visit and should be ready within 24 hours. A charge (equal to the stated charge for copies at Town Hall) will be collected in advance.

If you would like to purchase **copies of photographs or blueprints**, please contact the Archive worker for more information and complete a Reproduction Request.
12. Please **complete and sign** the attached Request for Access and return it to the Archive volunteer or staff.

Please note that access to the Archive collections of the Town of Clarkdale does not imply permission to copy, quote, publish, or otherwise make public use of any part of the collection. The researcher assumes the responsibility to secure such permissions, including permission from the Town of Clarkdale, prior to use.

Approved by the Heritage Conservancy Board: April 16, 2008.