

# Access Policies and Rules Governing Use Boston National Historical Park

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## Availability

Researchers are encouraged to complete their preliminary research at archives and libraries with a broader topical focus before approaching the holdings of the Boston National Historical Park, Boston NHP. NPS has limited reference staff and research resources that must be made available to researchers whose work focuses on materials available only at the Boston NHP. Access to materials is dependent upon their physical condition and the level of processing to-date by the NPS. All research must be done on-site in the research room.

## Access

- Researchers should submit a written request to the curatorial office, detailing their research project to the curatorial staff. The archives are open 8:30AM – 4:00PM Monday-Friday by appointment only.
- Requests for materials should be submitted with enough lead time to allow for the evaluation of the request and the scheduling of curatorial staff to oversee the research.
- All research requests should be addressed to:

Attn: Museum Specialist  
Boston National Historical Park  
Charlestown Navy Yard  
Boston, MA 02129

Or by e-mail or phone at: [brandon\\_sexton@nps.gov](mailto:brandon_sexton@nps.gov), (617) 242-5620

- Approval of all requests will be based on availability of curatorial staff to supervise researchers.
- The curatorial staff at Boston NHP requests that the researcher read the abstracts in the archival guide or finding aids before requesting to view any collection of documents.
- To ensure the conservation and security of this resource, browsing is not permitted.

## Citations

- When crediting the park, list "National Park Service"; the full park name; collection title; the catalog, box, folder, and image numbers; and credit the creator of the item (e.g., photographer).

## Reading Room Rules

- Only lead pencils, not pens or markers, may be used for note taking.
- Scanners, portable photocopy machines, and cameras (including digital cameras) are prohibited to avoid damage to materials and copyright infringement.
- Use of tape recorders, typewriters, and portable computers is subject to security procedures.
- Use of any equipment must not bother other researchers.
- No food, beverages, or smoking will be allowed in the reading room area.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including handbags larger than wallets) are permitted in the reading room area.

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### Reading Room Rules (continued)

- Copying is free for the first ten pages and then available within reasonable limits at 25 cents per page.
- The reading room will close if no supervisory staff is available.
- Researchers must maintain quiet in the reading room.
- Researchers register annually and must sign in and out each time they enter or leave.
- Researchers may not remove any archival or manuscript materials from the reading room.
- Researchers may work with archival or manuscript materials only in the reading room, not in museum storage or staff work spaces.
- Researchers must submit prepaid written requests for copies or duplicates.
- Researchers must submit for inspection all materials carried into and out of the reading room.
- The park reserves the right to limit access to fragile or restricted collections.
- The park archives is not a lending library. All materials must be used in the reading room.
- Researchers will work with only one document from one folder from one box of materials at a time to avoid damaging a collection's original order.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

### Permission to obtain a copy for scholarly purposes does not constitute permission to Publish

[See Copyright and Privacy Restrictions Statement.]

### Handling

- When handling the archival and manuscript materials, only one folder may be removed from a box at a time, and folders must be laid flat on the table.
- Documents should be handled with utmost care and viewed only one at a time.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.
- Cotton gloves must be used when handling photographic images.
- Only one box or volume of material will be issued at one time.
- Latex gloves must be worn when working with materials that may pose a health hazard.

I understand the rules listed above and will abide by them.

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Printed Name of Researcher

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Signature of Researcher

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Date