

Access Policies and Rules Governing Use of Archival & Manuscript Collections at Keweenaw National Historical Park

Reference Services

Researchers are asked to submit a request to the park staff detailing their research interests or project before coming to visit the museum collections at Keweenaw National Historical Park. This will enable the staff to search for materials and prepare for your visit. Requests can also be made via mail, telephone, or electronically. Access to materials is dependent upon their physical condition and the level of processing to-date by the park. All research involving original materials must be done on-site in the research room.

Access

- Requests for materials should be submitted one or two weeks ahead of time to allow for the evaluation of the request and the scheduling of staff to oversee the research.
- All research requests should be addressed to:
 - Attn: Archives
 - Keweenaw National Historical Park
 - P.O. Box 471
 - Calumet, MI 49913 906/337-3168
 - OR—
 - jeremiah_mason@nps.gov
 - OR through the park's website—
 - www.nps.gov/kewe
- Requests will be handled on a first-come, first-served basis. Response time may vary based on the availability of staff.
- Researchers should refer to finding aids on the park website, or in the reading room before requesting to view any original materials.
- To ensure the preservation and security of these resources, browsing of original material is not permitted.

Citations

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

Reading Room Rules

- Researchers should register annually, and must sign in and out each time they enter or leave the reading room.
- 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 disturb other researchers.
- No food, beverages, tobacco, or chewing gum will be allowed in the reading room.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including

- handbags larger than wallets) are permitted in the reading room.
- See Cost Recovery Policy for information about copying. Researchers must submit a written request for copies or duplicates (see Researcher Duplication Form).
- Researchers may not remove any archival or manuscript materials from the reading room.
- The park archive is not a lending library. All materials, unless directed otherwise by staff, must be used in the reading room.
- 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.
- Researchers shall 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 to the collection.

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, researchers should be sure their hands are clean and free of lotion.
- Only one box or volume of material will be issued at one time.
- 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 item 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.
- 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.

Printed Name of Researcher

Signature of Researcher

Date