

Monocacy National Battlefield

Access Policies and Rules Governing Collections Use

Availability

Access to museum and library materials is dependent upon their physical condition and the level of processing to-date by the National Park Service. All research must be done on-site in the reading room.

Access

- Researchers should submit a written request to the park, detailing their research project to the staff.
- Requests for materials should be submitted with enough lead-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: Monocacy National Battlefield, 4801 Urbana Pike, Frederick, MD 21704
- Approval of all requests will be based on availability of staff to supervise researchers.

Citations

- When crediting the park, list: National Park Service; Monocacy National Battlefield; collection title, folder, and image numbers; and credit the creator of the source (e.g. photographer).

Reading Room Rules

- Only lead pencils, not pens or markers, may be used for note taking.
- Scanners, portable copy machines, and cameras (including digital cameras) are prohibited to avoid damage to materials and copyright infringements.
- 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, or smoking will be allowed in the reading room area.
- Copying is available for documents, subject to their physical condition and the judgment of the staff. All copies must be made by staff members, and therefore copying is subject to staff availability.
- The reading room will close if no supervisory staff is available.
- Researchers must maintain quiet in the reading room.

- Researchers must complete a Researcher Registration Form at the beginning of each visit. Researchers are also required to sign in and out of a logbook when entering or leaving the reading room.
- Researchers may not remove any park materials from the reading room.
- Monocacy National Battlefield reserves the right to limit access to fragile or restricted collections.
- The park library collection is not a lending library. Researchers are required to use all materials in the reading room.
- Permission to obtain a copy for the purpose of scholarly research does not constitute permission to publish. [See Copyright and Privacy Restrictions Statement.]

Handling

- Researchers will not enter the museum storage room unless accompanied by an NPS staff member.
- Researchers will be allowed to view or handle one object at a time.
- Documents should be handled with utmost care and viewed only one at a time.
- Objects, manuscripts books, and other archival collections may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Cotton gloves must be worn when handling museum objects.
- Latex gloves must be worn when handling maps.

I understand the rules listed and will abide by them.

Printed Name of Researcher

Signature of Researcher

Date