GCC ARCHIVES ACCESS & USE POLICY

The Greenfield Community College Archives and Special Collections are housed at the Nahman-Watson Library at GCC and are open without charge to all researchers, regardless of affiliation. All patrons wishing to use our archival collections must abide by the following rules to ensure the protection of the materials entrusted to us. We request that you call ahead (413-775-1831) or email lobdellc@gcc.mass.edu to make an appointment so that an archivist is available to help you; staff may not always be available for drop in research requests. Access to GCC archival and special collections materials may be subject to restrictions placed on the materials by donors or because of extreme fragility.

Rules for Archives Use

- The GCC archives and special collections are non-circulating and must be used on premises. Researchers must leave outer garments, bags (including laptop cases), notebooks, and pens in the area provided. Only pencils may be used as writing utensil; pencils and paper are available for researcher use upon request. Laptops, cell phones, and digital cameras are permitted. Photographs are for research purposes only and may not be used for publication without permission.
- Requested materials will be brought to the researcher for use in a designated area. Only archives personnel are allowed in the archives storage room.
- Food, including gum and candy, drinks, tobacco, and vaping products are not permitted in the working area.
- Researchers may have one box of material at their workspace and one open folder on their work table at a time. When viewing materials in a folder, please keep items in original order by placing viewed items face down and to the side.
- Researchers are responsible for safeguarding materials by handling them carefully with clean, dry hands. Do not lean on, fold, write on top of, or trace documents. Please notify staff members if items appear to be damaged, missing, or out of order.
- Researchers must wear gloves when handling photographic materials. These will be provided to you.
- Staff members are available to photocopy materials, at a fee of 10 cents per page. Photocopy requests may be denied if the condition of the materials will not allow it.
- When leaving the work area, even temporarily, researchers must return their materials to library/archives staff. Upon leaving for the day, please notify the staff whether you are finished with your material or wish to place it on hold for a return visit.

Please sign and date this form on the reverse side to affirm that you have read and will abide by this policy.

Adopted September 2019
Thank you for your cooperation.

Name (printed) ________________________ Date ________________________

Name (signed) ________________________

This form will be retained for 1 year from the date of signature.