

The Jackson County Historic Archives

Procedures for Use

The primary purpose of the Jackson County Historic Archives is to preserve the documents for use by all researchers. We are glad to have them available and to be able to share them with you. Please observe the following rules so the documents will continue to be available for future researchers. Thank you and good luck with your research!

- An official Photo ID is required in order to sign in to research.
- Research privileges are limited to persons 16 years of age or older.
- Persons under the age of 16 must be accompanied and supervised by an adult at all times.
- No lockers are available at this time and space is extremely limited in the research room. Please secure large tote bags, legal pads, purses or computer cases in your vehicle.
- The Archives will provide paper and pencils for use in research.
- **PROHIBITED ITEMS:** ink pens of any color, scissors, markers, highlighters, Post-it or sticky notes, food, drinks, and all tobacco products.
- The entire building is smoke-free. Smoking is prohibited within 100 feet of the building.
- Taking photos of staff or other researchers is prohibited.
- Cell phones cannot be used in the research rooms. Set phones to silent or vibrate only. Take phone calls outside the research rooms.
- The researcher is responsible for complying with copyright laws when copying books.
- Laptop computers may be used. Please be aware, Wi Fi service is not available however there is a computer available for internet access.
- Personal scanners are not permitted but you may photograph (without flash) documents and books.
- Copies from loose documents or reference books cost \$0.20 per page. Copying from historic books is not allowed due to the age and condition of the books.
- You may use headphones if the sound is inaudible to others.
- No original materials may be removed from the research rooms.
- Only one folder or book may be accessed at a time. Each folder or book must be signed out, then returned to Archives staff and signed back in before another folder or book is accessed.
- Some of the documents are very fragile and have been placed in clear plastic sleeves for protection. Researchers may copy these documents **ONLY** while the documents remain in the sleeves.

Repeated violation of the Archives rules or willful destruction, alteration or removal of records will result in permanent loss of research privileges.