

Appendix 5: PUBLIC USAGE RULES

Cumberland County Archives, Cumberland County, Pennsylvania

The Archives welcomes the public to use the County's records. Cumberland County Archives is dedicated to preserving the government records of Cumberland County, Pennsylvania and follows standard archival principles. To preserve records for the future, the following policies need to be followed when using the Archives:

1. All visitors must register before entering the Archives and sign out when leaving.
2. All personal belonging (coats, pocket books, bags, brief cases, packages, envelopes, etc.) must be left in designated areas.
3. Only one notebook with reference materials and lead pencils may be brought into the Archives.

The Archives reserves the right to search all materials carried into and out of the Archives.

Access

1. Use of the Archives will be consistent with applicable state and federal laws and regulations
2. Only Archival staff will pull documents and only those submitted on the Records Request Form on the reverse of this page. Archival staff reserves the right not to pull any original document considered too fragile.
3. Records are available to view in some form: original paper, volumes, microfilm, scanned images, etc.

When available in another format, original records will not be pulled.

4. The Archives reserves the right to deny further access to records to persons who mishandle material or are disruptive.
5. Children under 12 years of age must be supervised at all times by an adult and cannot handle documents.
6. Final requests for materials must be made 30 minutes prior to closing.

Care and Use of Archival Material

1. When handling archival materials, researchers should be sure their hands are clean and free of lotion. If necessary, especially for photographic material, gloves will be provided.
2. Only pencils can be used in the Archives. Other writing instruments (pens, markers, highlighters, etc.) can irreversibly damage documents.
3. Laptops, computers, typewriters, and tape recorders maybe be used with permission, but must have their own power source.
4. Food, drink, candy (including chewing gum), and tobacco products (smoking/chewing) are prohibited in the Archives.
5. Only one box or volume of material will be issued at one time and must remain in full view of the Archival Staff.
6. Only one folder may be removed from a box at a time, and any papers and folders must be laid flat on the table.
7. Keep records in their original order in a folder and the folders in a box.
8. Use provided file markers/book marks to mark the place of a paper in a folder or a folder in a box.
9. Do not use post-its or any other marking device.
10. Loose sheets and volume pages should be carefully handled by the edges. Do not moisten fingers to turn pages.
11. Papers and volumes may not be leaned on, written on, folded, traced over, or handled in a manner to cause damage.
12. Do not exert pressure on any records (such as taking notes on top of the documents or resting an arm on the documents.)
13. Keep papers flat. Book supports are available for volumes. If help is needed to handle documents, the Archival staff is available.

Please alert the archival staff if there is any sign of damage or items appear to be out of order.

Courtesy

1. Visitors are to remain reasonably quiet to avoid disturbing others.
2. Cell phones must be on silent and no calls can be made in the Archives.

Copying

1. All photocopies are made by the archival staff. Copies are \$0.25 per page. The Archives may determine an original document is not safe to copy due to its condition.
2. Use of other types of image capturing equipment (cameras, camera phones, scanners, etc.) requires permission from the archives. ONLY non-flash camera equipment will be considered.

Archival Citation:

(Cumberland County Office, Series Title: Item details – date, etc. Cumberland County Archives, Carlisle, PA)

Example:

Cumberland County Prothonotary. Civil Case Papers: 1826 June Term #27. Cumberland County Archives, Carlisle, PA.

Under no circumstance are any materials to be removed from the Archives.

Violators will be detained and prosecuted under Act 95 (1982) of the Libraries/Archives Act.
If the above policies are not followed, the Archives reserves the right to take appropriate action.

County Employees conducting business for their office, department, or agency should contact the Archives regarding access.