

ARCHIVAL ACCESS POLICY

Preface

The National Society of Colonial Dames in America in the Commonwealth of Massachusetts (hereinafter, the "Dames") has been entrusted with the safe-keeping of various items and records which are an important historical legacy. Recognizing the duty simultaneously to protect these materials and make them available for research, reference and other historically-relevant purposes, the Archives Committee proposes the following policy with regard to access to archival materials in the Dames' possession. The purpose of this policy is two-fold: 1) to maintain, protect and conserve historical materials of various types in the Dames' possession; and 2) within reason, to permit researchers, scholars and others access to these materials, subject to the conditions hereinafter set forth.

Procedure Pertaining to Archival Access

1. The door to the archival storage area shall be kept locked at all times.
2. The key to the archival area shall be kept by the Dames' secretary at all times.
3. Any individuals who are not Dames and who wish access to archival materials shall first submit to the Archives Committee a written request for access. The written request shall include the following:
 - a. Name, address, phone number and e-mail address of the requesting party.
 - b. The purpose for which access to the archives is requested.
 - c. If the request is for academic reasons, the name, address, phone number and e-mail address of an endorsing party (e.g., a department head, thesis advisor, etc.) must also be supplied.
 - d. The date(s) on which the requesting party wishes access.
 - e. The amount of time the requesting party estimates will be necessary to complete his or her research.
4. The written request referenced in Section 3 shall be submitted to the Archives Committee for approval or rejection. The Chair and/or Vice Chair of the Archives Committee shall have the right to approve or reject the request. Should the request be rejected for failure to comply with the provisions of Section 3, the Chair and Vice Chair shall advise the requesting party of any deficiency in the request. A denial of access because the requesting party has not complied with all aspects of Section 3, above, shall not prejudice reconsideration of the request, once all conditions have been met. However, the Chair and Vice Chair shall have no obligation to approve any request.

5. Any researcher not a member of the Dames must be accompanied to the archives by a member of the Archives Committee. Upon approval of any research request by the Chair or Vice Chair of the Archives Committee, the Chair or Vice Chair shall provide to the requesting party a list of the current Archives Committee members, including their contact information. It shall be the responsibility of the requesting party to contact a member of the Archives Committee to make an appointment with a member of the Committee in order to access archival materials. The Chair and Vice Chair shall also advise members of the Archives Committee of the approval of any research request, so that they may be prepared for a request for an appointment. Once the appointment is made, it shall be the responsibility of the Archives Committee member to meet the researcher, obtain the key to the archives from the Secretary and bring the requested materials to the President's Room on the 4th floor of 55 Beacon St., where the research shall be conducted. The Archives Committee member shall remain on the premises to assist the researcher, if necessary, until the research has been completed.
6. Before accessing any archival materials, researchers who are not Dames, shall sign in at the Secretary's office, clearly listing their name and the date and time that they arrive, and the name of the Archives Committee member accompanying them. A brief notation as to the nature of the research project should also be stated. The researcher shall receive from the Secretary a copy of approved procedures set forth in paragraph (8), below. Researchers also must sign out in the Secretary's office before they leave for the day.
7. Researchers who are not Dames shall leave in the Secretary's office briefcases, large purses, portfolios or other similar items in which papers could or may be concealed.
8. When using archival materials, all persons, whether Dames or not, shall comply with the following requirements. It shall be the responsibility of the accompanying Archives Committee member to assure that researchers have received a copy of the following requirements.
 - a. Note paper and lead pencils *only* may be used when researching archival materials. No fountain pens, ballpoint pens, markers, highlighters, colored pencils or other writing instruments that may indelibly mark documents may be used.
 - b. Laptop computers, tablets and similar electronic devices may be used for research, subject to the considerations of sub-paragraph (i), below. Photography using cell phones, tablets, and similar devices is allowed.
 - c. Hands must be washed before accessing any archival materials.
 - d. No food or drinks of any kind may be present while utilizing archival materials.
 - e. No "post-it" notes or other type of adhesive materials may be used on archival materials.

- f. Under no circumstances shall any archival materials leave the premises.
 - g. Any and all archival materials shall be taken to the President's Room on the 4th floor and research conducted there.
 - h. Researchers shall not remove single sheets from any file. They shall remove the entire file from the box in which it is located and, on a separate sheet of paper, note the box number from which the file was removed and identify the file itself.
 - i. Any and all notes produced by researchers who are not Dames may be checked by the Archives Committee Member before the researcher leaves the premises in order to assure that archival materials have not been inadvertently included with such notes or photocopies. Similarly, the Archives Committee Member may request that laptops or other electronic devices that have a cover be opened in order to assure that no archival materials have been inadvertently left in the device.
9. Should researchers who are not Dames require copies of any documents, such documents shall be set aside and given to the accompanying Archives Committee member, who shall obtain the requested copies. **The first three copies will be free of charge; then each page copied will cost \$.20.**
10. Upon completion of research, the requesting party shall place the research folder in a basket provided, and shall note the box number from which it came on the log in the basket. The materials shall be refiled by the Archives Committee member if possible, or placed in the safe in the Secretary's office until such time as an Archives Committee member can refile the materials. This applies equally to Dames and non-Dames researchers. The key then shall be returned to the Secretary by the Archives Committee member.
11. The requesting party shall then note on a sign-out sheet the time of his or her departure.

GUIDELINES FOR RESEARCHERS

1. Remember to sign in at the Secretary's office before commencing research.
2. Note paper and lead pencils *only* may be used when researching archival materials. No fountain pens, ballpoint pens, markers, highlighters, colored pencils or other writing instruments that may indelibly mark documents may be used.
3. Laptop computers, tablets and similar electronic devices may be used for research, subject to the considerations of sub-paragraph (9), below. Photography using cell phones, tablets, and similar devices is allowed.
4. Hands must be washed before accessing any archival materials.
5. No food or drinks of any kind may be present while utilizing archival materials.
6. No "post-it" notes or other type of adhesive materials may be used on archival materials.
7. Under no circumstances may any archival materials leave the premises.
8. Researchers shall not remove single sheets from any file. Please remove the entire file from the box in which it is located and, on a separate sheet of paper, note the box number from which the file was removed and identify the file itself.
9. Any and all notes produced by researchers who are not Dames may be checked by the Archives Committee Member before the researcher leaves the premises in order to assure that archival materials have not been inadvertently included with such notes or photocopies. Similarly, the Archives Committee Member may request that laptops or other electronic devices that have a cover be opened in order to assure that no archival materials have been inadvertently left in the device.
10. Should researchers who are not Dames require copies of any documents, such documents shall be set aside and given to the accompanying Archives Committee member, who shall obtain the requested copies. Copy charges may be assessed.
11. Upon completion of research, please place the research folder in a basket provided, and note the box number from which it came on the log in the basket.
12. Remember to sign out in the Secretary's office upon departure.

RESEARCHER SIGN-IN/OUT LOG

Name Address Telephone/Cell E-mail Date Time In Time Out Research Subject

ADD THE NAME OF THE ARCHIVES COMMITTEE MEMBER TO THIS LOG

Dear Applicant:

You have requested access to certain materials in the possession of the National Association of Colonial Dames of America in the Commonwealth of Massachusetts, located at 55 Beacon Street, Boston, Massachusetts. In order to process this request, we ask that you provide the following information:

--Your name, address, phone number and e-mail address.

--The purpose for which you require access to archival materials.

--If your request is for academic reasons, please also supply the name, address, phone number and e-mail address of an endorsing party (e.g., a department head, thesis advisor, etc.).

--The date(s) on which you wish to do your research.

--The amount of time you anticipate will be necessary to complete your research.

Once we have received this information, your request will be processed.
Thank you for your cooperation.