

 **Guidelines for Researchers to the Archive**

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| **SMOKY HILL MUSEUM****Archives, Second Floor****211 West Iron Avenue****Salina, Kansas 67401****785-309-5776****At this time, the archive is open by appointment only.** **Please call or email to schedule a date and time at least 48 hours in advance; however, due to limited staff resources, we cannot guarantee availability.** **COLLECTIONS STAFF****Curator of Collections****Jennifer Toelle****785-833-8027****Jennifer.Toelle@salina.org****Registrar****Maggie Von Spreecken****785-833-8026****Margaret.VonSpreecken@****salina.org****CHECK-IN****Museum front desk****Please visit our website at www.smokyhillmuseum.org****for more information regarding our permanent collection, donating an artifact, or research and photographic reproduction request forms.** **GENEALOGY REQUESTS****Smoky Valley Genealogical Society & Library****Suite 205, Second Floor****785-825-7573****smokyvalley211@gmail.com****Tuesday & Friday****1:00 - 4:00 p.m.****Please call for more information.**  |

Welcome to the Smoky Hill Museum’s archive. Please carefully read over the following policies to help us protect and preserve our community’s history.

The Museum’s archival collection contains documentary and two-dimensional paper-based artifacts such as books, bibles, certificates, governmental publications, sheet music, posters, advertising materials, correspondence and maps, as well as audio-visual material including photographs, negatives, records, cassettes, videos and oral histories.

Due to limited staff resources, **please call or email with at least 48 hours’ notice to schedule a date and time to utilize the collection.** During scheduling, please describe the subject which you would like to research so staff can gather the appropriate, related artifacts to maximize your time with the collection. Per our collections management policy, some artifacts may have restrictions due to copyright, sensitive content or physical fragility, which may limit access or require special accommodations for handling.

On arrival at the archive, you will be required to present a photo ID to be copied for admittance and securely stored in the Registrar’s office. All visitors must sign the entry log outside of the archive. Staff will provide you with a work station at which you may review the requested materials. Researchers will only be allowed to review one box at a time. Please only pull one folder or one artifact out of the box at a time. Keep the artifacts and folders you pull from the box in the order in which you found them. **Do not rearrange the items.** You will be provided with a bookmark to put in place of the folder or object you pull out of the box to assist you in putting the item back in the correct spot.

In accordance with our collections management policy, you must wear gloves when handling audio-visual materials. A pair of one-size fits all, clean gloves will be provided to you for the duration of your visit. **Please handle all objects with the utmost reverence and care to ensure their longevity.**

If you would like a photocopy of a document, please ask staff for a marker to insert in front of the document(s) you would like copied. When you are finished with a box, staff will retrieve the files and copy them for you. Copies will be made available for pick up at the end of your visit. Please consider making a donation to the Friends of the Smoky Hill Museum in lieu of a fee for all copies and scans. You may use your cell phone to take pictures for personal use only. Out of respect for staff and other visitors to the archive, please keep your cell phone on silent.

**All artifacts, folders and boxes must be kept at your workstation at all times as per the collections management policy.** If you need to take a break, please inform staff so they can secure the artifacts. When you are finished with a box, please inform staff and they will swap your box for the next requested material.

Please keep all bulky personal items on the floor next to your work station. **Food and drinks are not allowed in the archive.** If you have a medical condition which requires one or both of these items, please notify staff in advance so they can arrange for appropriate accommodations.

You may not have anything on the work station table with the artifacts other than writing paper and/or laptop, cell phone and a pencil. **Pencils are the only writing implement allowed.**

Please do not hesitate to ask, if you have any questions regarding the policies. We hope you enjoy your deep dive into the rich history of Salina!