



B&O Railroad Historical Society

Archives Sign in Form and Policy Acknowledgement for Researchers

By signing below, I am acknowledging that I understand the following rules for access to the B&O Railroad Historical Society Archives and its collections in order to perform research at any Society facility.

- Researchers are asked to sign in and out each day.
- Researchers are asked to follow the instructions and guidance of the Archivist or their designee on the proper handling of various media at the archives.
- The Archivist or Manager of the Day will explain the current policy for reproducing archival material by photocopying, scanning or photographing it.
- B&ORRHS members will have priority over non-members as far as access to archival resources is concerned.
- No food at all or drink in an uncovered container will be permitted in the document storage area or document work room.
- Pencils only will be used in the document storage area or document work room.
- No archival material is to be removed from the building without permission from the Archivist, VP Operations, Society President or Manager of the Day.
- Archival material removed from the building must be inventoried and signed out by the responsible party and cosigned by the archives manager or society officer present. A copy of this document should be filed in the archives until the material is returned.
- Archives visitors are requested to take home all personal belongings that they bring with them to the archives.



Acknowledgement

I understand that failure to respect these rules or willful damage or theft of material from the B&ORRHS will result in my research session being terminated immediately and I will be asked to leave the property. Further action will be communicated to me in writing if necessary.

Signature

Date

Printed Name

City

State

Zip

Phone Number(s)

This document needs only be filled out once and filed by the researcher and B&ORRHS respectively.

It will be kept on file for as long as the individual continues to do research at the Archives. The document will be reviewed annually and shredded and discarded if the researcher will not be returning.

Researchers are strongly encouraged to become members of the Society.