



## ACCESS POLICIES AND RULES GOVERNING USE

### Availability

Researchers are encouraged to complete their preliminary research at archives and libraries with a broader topical focus before approaching the holdings of Hawai'i Volcanoes National Park (HAVO). The park has limited reference staff and research resources that are available to researchers whose work focuses on materials available only at HAVO. Access to materials is dependent upon their physical condition and the level of processing to-date by the NPS. All research must be done on-site in the research room.

### Access

The Hawai'i Volcanoes National Park Archives are located in the park's Kilauea Visitor Center. Research is by appointment only, Tuesday-Thursday 8:00am-2:30pm. The archive closes at 3:00pm Tuesday – Thursday and is not open on weekends. To request an appointment please fill out a **Research Interview** form (found on the park website or emailed upon request) and email it to [havo\\_archive\\_museum@nps.gov](mailto:havo_archive_museum@nps.gov) or call 808-985-6321. If you cannot fill out and save the Research Interview form please include the information requested on the form in the body of your email. Allow a week for a return response.

We do not conduct research via email or phone. All research must be done in person by the researcher.

### Citations

When crediting the park, list Courtesy of the National Park Service, Hawai'i Volcanoes National Park; Collection Number and Name; box, folder, and image numbers if relevant; and credit the creator of the item (e.g., photographer if information is available).

Examples of Types of Citations:

- Images: Courtesy of National Park Service, Hawai'i Volcanoes National Park; HAVO 17707 Image Collection; Box 12, Folder 3; Image 0014; Photographer Jeff Smith.
- Documents: Courtesy of National Park Service, Hawai'i Volcanoes National Park; HAVO 16084 Cultural Resources Collection; Box 2, Folder 8.
- Maps: Courtesy of National Park Service, Hawai'i Volcanoes National Park; HAVO 15725 Maintenance Collection; MC3, Folder 1.
- Manuscripts: Courtesy of the National Park Service, Hawai'i Volcanoes National Park; HAVO 395 Volcano House Register, 1887-1891; p. 219.
- Artwork: Courtesy of the National Park Service, Hawai'i Volcanoes National Park; HAVO 9, l'e'i'e Blossom by D. Howard Hitchcock, 1939.
- Objects: Courtesy of the National Park Service, Hawai'i Volcanoes National Park; HAVO 2227, coral abrader.
- send questions to [havo\\_archive\\_museum@nps.gov](mailto:havo_archive_museum@nps.gov) or 808-985-6321



### Reading Room Rules

- Only lead pencils, not pens or markers, may be used for note taking.
- Scanners, portable photocopy machines, and cameras (including digital cameras) are prohibited to avoid damage to materials and copyright infringement.
- Use of tape recorders and portable computers is subject to staff approval.
- No food, beverages, or smoking will be allowed in the reading room area.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including handbags larger than wallets) are permitted in the reading room area.
- The research room is open only by appointment.
- Researchers must maintain quiet in the reading room.
- Researchers must sign in and out each time they enter or leave.
- Researchers may not remove any archival or manuscript materials from the reading room.
- Researchers may work with archival or manuscript materials only in the reading room, not in museum storage or staff work spaces.
- Researchers must submit for inspection all materials carried into and out of the reading room.
- The park reserves the right to limit access to fragile or restricted collections.
- The park archive is not a lending library. All materials must be used in the reading room.
- Researchers will work with only one document from one folder from one box of materials at a time to avoid damaging a collection's original order.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

### Handling

- When handling the archival and manuscript materials, only one folder may be removed from a box at a time, and folders must be laid flat on the table.
- Documents should be handled with utmost care and viewed only one at a time.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.
- Cotton gloves must be used when handling photographic images.
- Only one box or volume of material will be issued at one time.
- Latex gloves must be worn when working with materials that may pose a health hazard.

**Permission to obtain a copy for scholarly purposes does not constitute permission to publish -**  
See Copyright and Privacy Restrictions Statement

I understand the rules listed above and will abide by them.

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Printed Name of Researcher

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Signature of Researcher

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Date