

**ACCESS POLICY & RULES FOR
KENNESAW MOUNTAIN NATIONAL BATTLEFIELD PARK
MUSEUM COLLECTIONS, ARCHIVES AND RESEARCH LIBRARY**

Please read and sign below

Note: "The Park" as stated below is Kennesaw Mountain NBP

ACCESS POLICY:

- **Access to collections and/or to a secure area by researchers is by appointment only.** A separate appointment for each collection is required. Any limitations imposed on access due to collection conditions, staff availability, and security considerations must be imposed equally on all users, including park staff's personal research. Persons needing to have access are urged to make their requests known to the curator's office as far in advance as possible. Staff is generally available Monday through Friday from 9:30 a.m. to 4:30 p.m.
- At least forty-eight hours advanced notice is required, but does not guarantee staff availability. Prospective visitors should be aware that the park staff is extremely busy and that authorized staff may not be available to assist them at those times. It is suggested that persons needing access make an appointment and be prepared to discuss alternative times with the staff when they submit their requests.
- The park requires registration of all researchers (including those inquiring through the mail, on the phone, or Internet) and each researcher must complete a researcher registration form for access to the archives and museum collections. This information must be updated yearly to remain valid. All visitors to the Kennesaw Mountain NBP Library must sign in and show a valid picture identification card at the time of the visit. All materials requested by the user are recorded.
- All non NPS-staff visitors and all NPS staff visitors who are not designated as authorized staff will be accompanied at all times by authorized NPS staff when in museum collection storage areas, when working in open exhibits, or when working with original museum and archival materials. There are no exceptions.

RULES AND REGULATIONS FOR CONDUCT:

- Pens and markers are prohibited. Only lead pencils are permitted in the library for note taking.
- Bags, cases, packages, handbags, coats, backpacks, and all carried items are subject to search when entering and leaving the library and the building, and must be left in a designated space in the vestibule.
- Scanners, portable photocopy machines, and cameras with a flash are prohibited to avoid damage to materials and copyright infringement.
- Food, beverages, and smoking are prohibited within the Kennesaw Mountain NBP Library and Offices.

- Photocopying is permitted upon approval of the Museum Curator within reasonable limits. Please be advised: All rare books and/or archival material must be approved by library or archive staff prior to photocopying. You cannot copy documents larger than the copier glass.
- Researchers must sign in each day they use the library reading room.
- Researchers may use archival or manuscript materials in the library only. Researcher must work with museum objects in the museum research room only. No exceptions.
- The park reserves the right to limit access to fragile or restricted collections.
- The Kennesaw Mountain NBP library is not a lending library. All materials must be used in the reading room.
- Permission to obtain a copy for scholarly purposes does not constitute permission to publish.*
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

**See Copyright Waiver*

CITATIONS:

- Museum Collections, archives and library materials (including images from the historic photograph collection): “Courtesy of Kennesaw Mountain NBP, National Park Service, KEMO [insert catalog number here].”

HANDLING PROCEDURES:

- Archival and manuscript materials should be handled with the utmost care. Only one folder may be removed from a box at a time, and folders must be laid flat on the table. Instructions from the curatorial staff on the handling of museum objects will be furnished to the researcher and must be strictly adhered.
- Researchers must maintain the original order of documents within their folders. Staff should be contacted if there is any sign of damage to archival material or museum objects 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 to archival material or museum objects.
- Manuscripts, books, or museum objects may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them. No photocopying of historic images is permitted.
- Cotton gloves must be used when handling photographic images or museum objects. Curatorial staff may also require the use of cotton or latex gloves for other materials and objects.

I, the undersigned, understand the rules listed above and agree to adhere to the policies regarding research in the museum collections, archives, and research library at Kennesaw Mountain NBP.

Printed Name of Researcher

Signature of Researcher

Date