



Haviland-Heidgerd Historical Collection

at Elting Memorial Library

93 Main Street, New Paltz, NY 12561

(845) 255-5030 ext. 3 | hhec@eltinglibrary.org

www.eltinglibrary.org/hhec2

Collections Use Policy

Forward

The Haviland-Heidgerd Historical Collection houses important and unique collections pertaining to the history of New Paltz and the surrounding area. This policy is intended to keep these collections safe and accessible to future visitors and to assist collection staff in this endeavor.

Use of Collections

Appointments are not required but recommended, as it gives staff time to prepare before your arrival. Appointments can be made by visiting our website, calling, or emailing the collection (contact information is listed above). If you cannot make an appointment to come into the collection we will contact you with our next steps. Please be aware that the collection does not have the staff or the funding to conduct in-depth research on queries.

Requests from on-site researchers take precedence; research requests received through the mail, by phone or electronically will be handled as time and staffing allow.

Items from the Haviland-Heidgerd Historical Collection (HHHC) are non-circulating and may not be taken from outside the collection room. A collection staff member must be present when viewing collection items. Unsupervised access to collections will not be made available to patrons or researchers.

When collection items are reproduced in any publication, or exhibited, the preferred citation includes identifying the item, the collection name, the name of the institution (Haviland-Heidgerd Historical Collection), and location (New Paltz, NY). If a photographer or artist is known for the object, please include their name in your citation. See our Permission to Publish Policy for more information.

Example: Letter to Mary Deyo, Mary Deyo Collection, Haviland-Heidgerd Historical Collection at Elting Memorial Library, New Paltz, NY.

If this information is unknown, an acceptable citation would be:

Courtesy of the Haviland-Heidgerd Historical Collection at Elting Memorial Library, New Paltz, NY

Patrons must view and complete a Scan/Photocopy Request form which will be provided by staff. The collection staff keeps track of publications that utilize collection items in any way and gladly accept copies of publications to add to our collections.

-Please turn over-



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Handling Guidelines

A staff member from the collection will hand the patron selected items or files. The number of items or items in each file will be checked both before and after given to the patron. This protects both the patron, HHHC and the staff, since many of the items are unique and not replaceable.

Collection items may be photographed with a camera, tablet, or cell phone without flash, with some exceptions. Please ask a staff member if you are unsure. Scanners on rollers or document feeders may not be used. Photocopies are allowed but staff reserve the right to deny requests if this action may damage the item. Please see and complete the “Collection Scan/Photocopy Request” form.

For security purposes, bags, totes, coats and any other items not being used for research are to be placed on a chair or on the floor where you are working. Collection staff reserves the right to inspect all personal belongings used during their visit.

Food or drink is not allowed while viewing or handling archive items. Water is allowed but in a closed, secure container. You can leave drinks or food items on the table outside the collection door.

Pencils only: no pens or markers. Please ask if you need one.

Certain items in the collection require clean hands for their continued preservation and conservation. Sinks for public use are located in the restrooms in the front lobby of the library.

Do not remove items from protective enclosures without consulting staff.

Documents should be laid flat on the table and in full view of the supervising staff member. Do not place anything on top of the documents, especially anything you will be writing on. Please do not lean or rest on the documents.

Keep papers in the order that they are filed and do not take out more than one folder at a time.

Sticky notes, adhesives, metal fasteners of any kind may not be used.

The collection staff can provide additional instructions for best practices for handling documents. Visitors are required to adhere to these instructions as well as the instructions in this guideline.

I have read, understood, and agree to abide by the above:

Name (print): _____ Date: _____

Signature: _____

Carol Johnson – Collection Coordinator Margaret Stanne – Collection Manager
Approved 2021 Updated December 2023