

Access and Guidelines

Researchers interested in using the Archive-Library must schedule an appointment, complete an Application for Access form, and present a current university/college registration card or government-issued identification before permission to use the library can be granted.

All researchers must be members of the Friends of the Archive-Library. Please inquire about special student rates. Your membership will help us continue to provide access to this unique collection of historical material and to continue our conservation efforts.

Potential researchers must have read the Archive-Library Access and Guidelines, signify that they have done so, and agree to abide by all guidelines and procedures.

Access to resources is determined by the Board of Trustees and may be revoked at the discretion of the Director, who has the right to refuse readership privileges to anyone at any time.

Research Protocol and Procedures

1. All briefcases, handbags or similar items are not allowed in the Library Reading Room.
2. Only pencils and lap top computers are permitted in the Reading Room.
3. Use care in handling all books, documents, printed materials, and photographs, especially those in fragile condition. Do not place anything on top of a research item.
4. Cotton gloves, provided by staff, must be worn when using photographs, antique books, and original documents.
5. Discourteous or disruptive behavior is not permitted and may result in loss of access privileges.
6. No food or drink is allowed in the library.
7. On-site personal copying of materials by scanning devices, photography, camcorders, cell phone cameras, and similar instruments is not allowed.
8. Many books and printed materials are under copyright. Duplication and use of such items is subject to copyright protection. If you have any questions consult the library staff.
9. If your research in SBMAL leads to a graduate degree or scholarly publication wherein you cite any SBMAL holdings, please provide a copy of the thesis, dissertation or publication to the Archive-Library.
10. Requests for items to be photocopied or for research material must be submitted to library staff at least 30 minutes before closing.

11. Costs for photocopies, photographs, and digital scans are available from the staff and on our website. Photocopy requests of more than 10 pages will be subject to a service fee. Please consult the staff for the current fee schedule and minimum charges.
12. SBMAL staff does not provide genealogical research or translation assistance. We are happy to refer you to qualified genealogists, but do not offer any guarantee of their results or work.
13. Researchers in the map room must be accompanied and therefore are subject to a research fee. Please consult the staff for the current fee schedule and minimum charges.
14. Extensive photo searches or consultations with the staff are subject to a research fee. Please consult the staff for the current fee schedule and minimum charge.