



## GREENE COUNTY ARCHIVES AND RECORDS CENTER RESEARCH POLICIES

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- Visitors must sign the logbook upon entering the archives.
- Visitors are permitted to use only pencils in the research area. Pens and highlighters are strictly prohibited.
- A limited amount of material may be viewed at one time as determined by Greene County Archives staff.
- Visitors are not allowed in the stacks.
- Visitors are instructed not to bend, fold, trace or write on materials, or place heavy or sharp objects on them.
- Researchers must maintain the original order of documents they are viewing.
- No archival materials may be photocopied, photographed, or scanned without permission of Greene County Archives staff. For materials that may be copied, there is a fee of \$0.10/each page.
- The archivist reserves the right to withhold access to any information or material in the archives collection in observance of certain restrictions imposed upon them by state statute.
- All materials, including books, are non-circulating and may only be used on the premises.
- Animals are not permitted in the archives, with the exception of service animals.
- Food and beverages are not allowed in the archives research area.
- We are not responsible for personal items left in the archives.
- Failure to respect the aforementioned policies could result in damage to archival materials, which are legally protected by RSMo 570.210.