

AMERICA'S NATIONAL CHURCHILL MUSEUM

RESEARCHER AGREEMENT

Welcome to the Clementine Spencer Churchill Reading Room at America's National Churchill Museum! To ensure that we continue to meet your needs, we have developed these guidelines to make your research experience a pleasurable one.

Please sign the Clementine Spencer Churchill Reading Room Visitor Register to acknowledge that you have read and understand these policies. Staff members are available to answer any questions you may have. We appreciate your assistance in helping preserve our collections.

1. **The front desk is available** to store your personal possessions, including purses, briefcases, bags and coats. **Researchers are not allowed to bring these items into the Clementine Spencer Churchill Reading Room.**
2. Researchers are not allowed to bring food or drink into the Clementine Spencer Churchill Reading Room or America's National Churchill Museum beyond the front desk.
3. Staff members are available to offer instruction on the use of finding aids and equipment.
4. The Museum archives are closed to researchers; material is retrieved only by Museum staff. To protect fragile holdings, the Museum reserves the right to restrict access, photocopying, and imaging of some material. A maximum of two boxes of research material is allowed on tables at any time. Researchers may be required to wear gloves (furnished) when using original materials in the Clementine Spencer Churchill Reading Room. Researchers will be given digital copies rather than original documents, if available. Advance request must be made for use of records from the archives or reference materials from the Clementine Spencer Churchill Reading Room on weekends or outside of regular hours of operation (10 am - 4:30 pm).
5. Only notebooks, pencils (no pens), and research papers are allowed in the Clementine Spencer Churchill Reading Room. Materials should be supported on the tables at all times to protect them from damage.
6. Tracing or writing on original material is not permitted to prevent damage to the records.
7. Researchers may retrieve reading room materials; staff will reshelv.
8. Please fill out a Copy Request Form to facilitate copying. In-house photocopies cost \$0.10 per page for both physical and digital copies. Digital copies can be emailed or saved to a USB provided by the researcher. **Copy requests must be submitted no later than one hour before closing (3:30 pm).** Fees must be paid upon completion of the day's research.
9. Archives materials do not circulate and are not available through inter-library loan.
10. **Researchers may not reproduce or quote extensively from non-published materials without prior written permission from the Museum Director. Original Churchill writings and artworks are subject to additional copyrights; permission must be sought from the copyright holders for republication or any other use of their material.**