



Access Policy and Rules
for Researchers Utilizing Collections at the
Niagara Regional Archives

The Bureau of Historic Site and Park Services (BHS) is responsible for the overall care and management of collections held by the New York State Office of Parks, Recreation and Historic Preservation. Niagara Regional Archives (NIA) manages the collections of materials from the Niagara Regional Parks, though some of the items and collections will be housed the agency's state historic site and/or parks or at Peebles Island State Park. Researchers are strongly encouraged to consult with NIA and investigate the holdings of other organizations, prior to requesting a research visit.

NIA is unable to conduct research on behalf of a person or organization. We can assist by providing copies of finding aids where such documents already exist. We can also provide Images of items in the collection in lieu of examining the materials in person. Persons interested in acquiring such images must submit an Image Request form which may be subject to a fee, where applicable, in advance to the Bureau of Historic Site and Park Services (BHS) at Peebles Island State Park.

Scheduling Research Visits

All research visits are scheduled by appointment only and require advance planning to assemble the materials and reserve a dedicated research space. Research appointments are generally limited to particular weekdays (i.e. Tuesdays through Thursdays) and only for a portion of the workday. All appointments involving one or more days require a one-hour lunch break; during such break the researcher will not have access to the research materials or the research room.

All researchers must submit a written request to the Niagara Regional Archives to schedule a visit. Requests should be submitted at least one (1) week in advance of your preferred arrival date, though it's highly recommended you reach out as soon as you can so that any scheduling conflicts can be avoided. Requests may be submitted by mail or email. Requests submitted by email should be sent to **Courtney.Geerhart@parks.ny.gov**; please include "Research Request" in the subject line. Requests submitted by mail should be addressed to:

Niagara Regional Archives
NYSOPRHP-Niagara Regional
ATTN: Courtney Geerhart
PO Box 1132
Niagara Falls, NY 14303-01332

All research requests must include the following information:

- A description of the purpose and scope of the research project.
- A list, or description, of the items that you wish to examine (if possible)
- Researcher's full name and contact information, including affiliation with an organization or institution.



- Any special needs or requests for access or scheduling.

Approval of research requests is subject to the availability of staff to directly supervise researchers. While we will make a concerted effort to meet your preferred visitation timeline, please be aware that it might be feasible. To ensure the care and protection of these resources, browsing of items in storage is not permitted and researchers are not allowed to handle any items (with the exception being items located on shelves in the research room).

Researchers will be notified of their appointment dates and times. Cancellations should be submitted at least 24 hours in advance. Researchers who fail to show up at their scheduled times may be denied future access to the collections.

Finally, we ask that researchers supply us with a copy of completed research, which will help us further the research value of the collection and assist future research.



Use of Research Rooms

Prohibited Items:

The following items are ***not permitted*** within the research room:

- Coats, packages, and bags, including briefcases. A small handbag or wallet is permitted.
- Food and beverages, except water. Glass containers are not permitted and all containers must have secure lids to prevent spills. Water containers must have a secured lid and be placed in designated areas, away from collections.
- Scanners, portable photography machines and copy stands. Hand-held cameras are permitted subject to certain requirements, listed below under “Handling.”
- Pens, markers, and other writing implements other than lead pencils.
- Laptop computers may be used to take notes; however, laptop cases are not permitted within the research room. Computers must be battery-powered whenever collections are being examined. Wi-Fi service is not available at this facility.

Facility Regulations

Researchers must be at least 18 years of age or accompanied by an adult. Since the research rooms are relatively small, the number of persons that can be accommodated during one visit is restricted. All researchers, staff, and additional visitors accompanying requester must be listed with the initial application.

Researchers must sign in and out each time they enter or leave the facility.

Researchers are only permitted access to specified rooms or spaces within the facility.

Researchers may not access collections storage areas unaccompanied.

Researchers will be given advance notification when the research room needs to close, for lunch or at the end of the day or for any other purpose.

Handling

Researchers are not permitted to handle items. Weights or magnifying glasses may not be placed on manuscripts or documents. Book cradles will be provided, when necessary.

Archival materials will be removed from their storage box one folder at a time. Items will be laid out for viewing one item at a time and in the order in which they are filed. NIA staff reserves the right to restrict viewing an item if it is determined too fragile to safely handle.



**New York State
Parks, Recreation and
Historic Preservation**

Archival materials are not available for standard photocopying. Photographic reproductions may be obtained for items in stable condition and may be subject to payment of a fee. Refer to the *Request for Photographic Reproductions* for more information and a schedule of fees. Requests for copies made under the Freedom of Information Act must be submitted in writing. Refer to the agency's website (www.parks.ny.gov) for information and instructions.

Hand-held cameras may be used to take non-flash photographs for research purposes only. Permission to photograph does not constitute permission to publish. The person photographing an item must be seated or standing upright on the floor, and with the camera held no higher than the person's head. BHS staff reserves the right to discontinue to allow photography if the actions of the person pose a potential risk of damage to collections.

Acknowledgement

By signing below, I acknowledge that I have read and understand these rules and agree to abide by them.

Name (print)

Signature

Date



Record of Research Consultation/Use
Objects Consulted

Date of Use:

Name:

Affiliation:

Address:

City, State, Country, Zip Code

Phone:

Email:

Topic of Research:

How do you intend to use this research?



List of Objects Consulted (Please list accession numbers and/or manuscript or research collection name)

[illegible]