



Rules for Use of the Reference Room

- The Reference Room is open Monday to Friday from 9:30 a.m. to 4:30 p.m. by appointment.
- It is the responsibility of researchers to assist in the preservation of archival items. Our materials are rare, and in most cases, unique. Researchers should take appropriate care to ensure that these items are available for future use.
- Food or drink is not allowed in the Reference Room.
- Only pencils are allowed for taking handwritten notes. Pencils are provided by the City Archives.
- All personal belongings including purses, bags, coats, jackets, binders and folders must be stored in the designated lockers. Laptops, cameras and phones are allowed at the research table. Some paper notes may be brought to the research table at the discretion of the Archivist.
- All researchers must use archival materials under the supervision of an Archives staff member and follow directions given for handling of said materials.
- Archival materials may not be removed from the Reference Room.
- Researchers may use only one box at a time at the research tables and remove only one folder at a time.
- Records must be left in the order in which they are found.
- Digital cameras (without flash) may be used to take photographs of records with permission from appropriate staff. Scanners are not allowed in the Reference Room.
- For other duplication needs, please consult the Archivist.
- Records created by the City of Boston are considered in the public domain. Materials created by other individuals or agencies may be included in the records. Researchers must be aware of copyright and must assume full responsibility for clearing reproduction rights and for any infringement of copyright law.
- Cell phone conversations (voice) are not permitted in the Reference Room.
- Please be considerate of other researchers.

By signing the registration book, researchers understand and agree to abide by these rules.