



Harvard Forest Archives Access Policy

The Harvard Forest Archives are available for public use. Some non-research records might be restricted to protect the legitimate interests of the Harvard Forest and the privacy of individuals. You can search the on-line catalog for materials that you are interested in. Interested parties should contact the Archivist to schedule a time to access the materials.

- Researchers are required to sign into the archives
- Materials may not be removed from the Archives building.
- Facilities are available for copying or scanning Archives materials in the building.
- Food or beverages are not allowed. Pencils should be used rather than pens when examining materials.
- User must put a place marker (located on end of each file cabinet section) noting which file was removed, by whom and when.
- All materials must remain with the original folder, in the original order (i.e. individual papers should never leave their folders – make photocopies whenever necessary). If you are working on the file for multiple days, place a paper bookmark (also located at end of file cabinets) to keep your place.
- Assistance is provided in locating relevant records as time permits
- Items from another archives (or where ownership is not Harvard Forest) can be viewed and copied, but any publication of materials must go through original owner
- Materials that have been received, but not processed will not be available for public use until they have been cataloged.

Fees (may be rendered) for services:

- Image reproduction
- Photocopying
- Scanning
- Use of sample archives
- Archivist assistance in finding materials beyond what is considered reasonable

Use of Information

Permission to study archival material does not include the right to publish the contents. Request for permission to publish must be submitted in writing according to the Permission Policy.

Citations to archival materials should include: [Item description including date], folder title, archives accession number, Harvard Forest Archives, Petersham, MA.