

Jonesborough History Museum and Archives

Policies and Procedures

Access to Collection Policy:

The Museum and Archives will strive to make its collections available for study and examination by individuals for scholarly research and other legitimate purposes; however, the first priority of the Museum and Archives shall be the protection and preservation of those Collections.

Access to Collections Procedure:

All persons with a legitimate reason for access to our collection should contact the Curator to make such arrangements. Due to space and staffing limitations, we are unable to allow access to storage for the perusal of our records.

Researchers should file a written request specifying:

- 1) the objects and records to be examined (and
- 2) if the researcher wishes to photograph the objects and in what format
- 3) the purpose and proposed date of the examination
- 4) the researcher's current address and daytime phone number

This information may be emailed to:

dmontanti@heritageall.org or mailed to

Deborah Montanti
JWC Heritage Alliance
212 E. Sabin Drive
Jonesborough, TN 37659

If the request meets with the established access policy of the Museum and Archives, the Curator will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination.

Any copying and photography costs shall be the responsibility of the researcher and will be according to the Schedule of Fees published in the *Jonesborough History Museum and Archives Access Services and Fees*.

The researcher shall give the Museum and Archives copies of any papers or publications which result from his/her study of the Museum and Archive's collections.