

Massachusetts Historical Society

Founded **1791**

Supervised Photography & Team Research Policy

When circumstances require, the MHS may arrange a supervised visit for researchers to view or photograph the Society's material outside of the usual Reading Room policies. Projects that require more than one researcher to access the material simultaneously (such as collation of a transcription) or photography that requires special lighting or handling of documents typically require an appointment for supervised research. These appointments are arranged at the discretion of the Reference Librarian and incur an hourly set up and supervision fee of \$45.00.

Please review these guidelines and contact the Reference Librarian at least two weeks in advance of your planned visit. The more notice you can give, the greater the chance the Reader Services staff will be able to accommodate your needs.

- Appointments will be arranged for work to be completed outside of the reading room under the direct supervision of an MHS staff member.
- Scheduling of appointments is subject to the availability of staff to provide supervision.
- When staffing is available supervised work can be scheduled at any time during regular library hours. Requests that will require more than two hours of staff supervision can only be scheduled on weekdays between 9:30 AM and 4:00 PM. A one hour lunch break will be scheduled at the discretion of the supervising staff member.
- Researchers must inform staff in advance if they plan to bring any special equipment (light tables, magnifiers, etc.) and/or published volumes to assist in their work. All external equipment and volumes must be approved by the Reference Librarian.
- All equipment, technology, and paperwork brought into the library will be subject to inspection by the supervising staff member upon entering and exiting the designated workspace.
- Original manuscripts that are not a part of the MHS collections cannot be brought into the MHS library under any circumstance.
- Researchers must pay in full on the day of the appointment. The \$45/hour set up and supervisory fee can be paid by cash, check, or credit card.

We strive to make our collections as accessible as possible in order to meet the needs of researchers while maintaining the highest possible level of security for the collections in our care. We hope that these guidelines will help you to prepare for a successful visit. Please contact the reference librarian at 617-646-0571 or reference@masshist.org with any questions or concerns.