

FAQ

Q: When are you open?

A: The Archives Reading Room is open by appointment. Multiple time slots can be reserved if you think you will need more than an hour. Current appointment times are:

Sunday

Afternoon: 1:15pm-2:15pm and 2:45pm-3:45pm

Tuesday and Friday

Morning: 10:00am-11:00am and 11:15am-12:15pm

Afternoon: 1:15pm-2:15pm and 2:30pm-3:30pm

Q: How do I schedule an appointment?

A: Email archives@historysmc.org or call 650/299-0104 and ask to speak to the Archivist. Appointments must be scheduled at least 2 days prior to visit. Currently, we are allowing groups of up to three people per research appointment.

Q: What are you doing to address concerns around COVID-19?

A: To prevent transmission of the COVID-19 virus, staff and visitors will be asked to wear face masks that cover nose and mouth and maintain social distancing. Both the Archivist and researchers will wear nitrile gloves while working with historical collections.

Q: Where is the San Mateo County Historical Association Archive located?

A: The Archive is located within the History Museum at 2200 Broadway Street in Redwood City, CA. Visitors should go to the front desk when they arrive. There is an accessible lift on the right side of the front steps. If an alternative entrance is needed, please call 650/299-0104.

Q: Is there parking?

A: There are several parking garages located within walking distance from the Museum. Metered street parking is also available. Some nearby parking garages include:

- Jefferson Parking Garage at 830 Jefferson Avenue
- Marshall Street Parking Garage at 750 Marshall Street
- County Garage at 400 Middlefield Road

Q: What can I bring to the Archive?

A: Feel free to bring pencils, notebooks, phones (set on silent or vibrate), and laptops into the Reading Room. You will also need to bring a photo ID for check-in. Personal belongings can be stored in visitor lockers in the Reading Room.

Q: Can I look at something I saw previously in the Archive?

A: The best way to identify an item you would like to see again is to record the catalog number. Catalog numbers fall into two types:

- A sequential number, e.g., 623 or 1257
- A year-based number, e.g., 94-57 or 2018.057.001

If you have trouble identifying the catalog number, just ask the Archivist. Because some of our collections are very dense, it is not always possible to locate items without having the catalog number as reference. Occasionally, items may be on exhibit or unavailable due to condition issues.

Q: Can I take material home with me?

A: The SMCHA Archives is non-circulating, and material can only be used in the Reading Room. The collection contains rare or unique items of historical significance. These items require special handling so that they can continue to be used by generation after generation of visitors. We take care of these items for use by the public and ask that our researchers help us by treating materials gently and with care.

Q: Can I make photocopies of archival material?

A: While the Archive does not currently provide photocopies, we do provide PDF research scans of material. During a visit, researchers can fill out a copy form noting items to be reproduced. PDF files will be sent following the visit. After 10 free pages, the charge will be \$0.25 per page made through our online payment system.

Q: Can I take pictures of archival material?

A: You may take snapshots using a phone or handheld camera for personal research use (i.e. do not publish, distribute, or post online without prior permission from SMCHA)

Q: Can I get a high-resolution scan of a photograph in the Archive?

A: Yes, we offer Rights and Reproduction services for items from our collection. Please contact the Archivist and let them know the following:

- Catalog number of the item
- Title, maker, or any other identifying information
- The desired size and file type, e.g. 600 dpi JPEG file

Scanning services require a permit form to be filled out along with associated fees. Please allow a minimum of two-weeks turnaround for image requests.

Digital Reproduction Rates

Some items from the collection require special rates. Fees are determined by the number of items and types of use. If not listed in a category below, requests will be considered on a case-by-case basis to determine Special Services fees.

- Personal single use: \$25 per image
- Publication single use (such as books, periodicals, films, videos, and other published works)
 - For-profit: \$50 per image
 - Non-profit: \$25 per image
- Exhibition single use (such as prints for display in public spaces)
 - For-profit: \$50 per image
 - Non-profit: \$25 per image
- Graphics or advertising single use (such as book covers, end papers, postcards, calendars, brochures, posters and general print media)
 - For-profit: \$150 per image
 - Non-profit: \$75 per image
- Website use
 - For-profit: \$50 per image per five years of use
 - Non-profit: \$25 per image per five years of use
- Social Media use (watermarked, 600px, 72dpi image)
 - For-profit: \$50 per image
 - Non-profit: \$25 per image

SMCHA does not grant use *in perpetuity*; duration of use is normally granted per print-run, length of an exhibition, or five years for audio/visual and website use. Extensions to the duration of use may be purchased at any time in five-year increments.

Please note, oversize or fragile artifacts may require the cost of professional photography in addition to the listed fees.