

The Archives Reading Room is open by appointment. Please email archives@historysmc.org or call 650.299.0104 and ask for the Archivist to schedule a visit at least 2 days in advance. 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

When arriving at the History Museum, let the staff person at the front desk know you have an appointment to visit the Archives. You will be asked to place bags, outerwear, umbrellas, and laptop or camera cases in designated lockers in the Reading Room. Please bring a photo ID.

At the History Museum:

- Wear a mask at all times covering nose and mouth when inside the History Museum and the Reading Room. Nitrile gloves will be provided in the Reading Room for visitor use.
- Place bags, outerwear, laptop cases, camera bags, umbrellas, and other personal effects in designated lockers.
- Researchers will be asked to sign the Archives logbook upon arrival in the Reading Room. By signing, visitors are agreeing to follow SMCHA Archive Research Procedures.
- If visiting for the first time, researchers will be asked to provide their contact details including mailing address, phone, and email.
- Materials that are **OK** to bring to the Reading Room:
 - Pencils
 - Notebooks
 - Phones
 - Laptops
- Materials that are **NOT ALLOWED** in the Reading Room:
 - Food and beverages
 - Pens, markers, or highlighters
 - Hand sanitizer, lotions, or any type of liquid
 - Sticky notes or paperclips

Archive Catalog:

- The Archivist can pull material in advance of the visit if provided with the topic of research and possible subject headings.
- Visitors may review records on SMCHA's online collection site:
<https://historysmc.pastperfectonline.com/>
Let the Archivist know the catalog number and general description of the item you would like to see in advance of your visit. Please note that records are continually being added to the site. Most materials may only be listed in the onsite card catalog.
- Researchers will have access to the Archives card catalog during their visit. Cards are organized alphabetically by subject. Most materials are available in the Archive and can be pulled during the appointment.

When Using Research Material:

- Wear nitrile gloves *at all times* unless instructed to use an alternative method. Nitrile gloves will be available in the Reading Room for visitor use.
- Review one item at a time. Materials will be held at the front counter for trade-off.
- Do not remove documents from protective sleeves or try to rearrange the materials, even if they appear to be out of order.
- Handle materials carefully. Do not force open books or use pressure that will damage bindings. Researchers may not back-roll, fold, or try to smooth creases in records to open and flatten them.
- Keep materials flat on the table, i.e. do not handle or read in mid-air, place on a chair, one's lap, etc.
- Do not place anything on top of materials or write on notepaper placed on top of materials. Do not lean, or otherwise put pressure on records or their containers.
- Use one item at a time. If looking through a box with multiple folders, remove one folder at a time and mark the place of the folder (Archivist will provide placeholders).

Phones and Laptops:

- Place phones on silent or vibrate mode. Exit the Reading Room to make or receive calls.
- Charge devices before arriving at the Reading Room.
- Make sure that any cords are not draped over collection materials while in use.

Photography:

- Researchers may use phones or handheld cameras to take photos of collection material for **personal research use only**. Photographs may not be published, distributed, or posted online without prior permission of the San Mateo County Historical Association.
- Use of flash photography is strictly prohibited.
- Tripods are not allowed.
- Do not stand on chairs or tables while photographing materials.
- Handheld scanners, scanning wands or pens, or any imaging device that rests or comes in contact with archival materials are prohibited.
- Do not remove items from protective enclosures for photography. Check with the Archivist to see if they can remove the item for you. This may or may not be possible depending on the type of material or its condition.

Reproductions:

- PDF research scans are available for personal use in lieu of photocopies
- During the visit, researchers can fill out a copy form noting the catalog number and page number(s) of material to be scanned. A PDF file will be sent by email following the visit. Payment can be made through our online payment system. Fees: 10 free pages, then \$0.25 per page
- Restrictions may be imposed for bound volumes, oversize sheets, or fragile items (including blueprints). Some records may also be subject to copyright or donor restrictions that prohibit reproduction.
- *The researcher assumes full responsibility for conforming to the laws of libel, privacy, and copyright which may be involved in their use of archival materials.*
- For high resolution scans, please check with the Archivist on our reproduction rates.