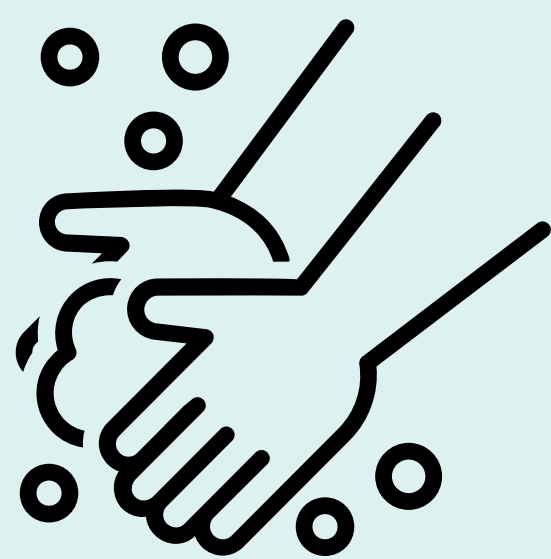


Archives

RESEARCH GUIDELINES

Please follow these guidelines to help protect our collections.

Shelton Island Historical Society

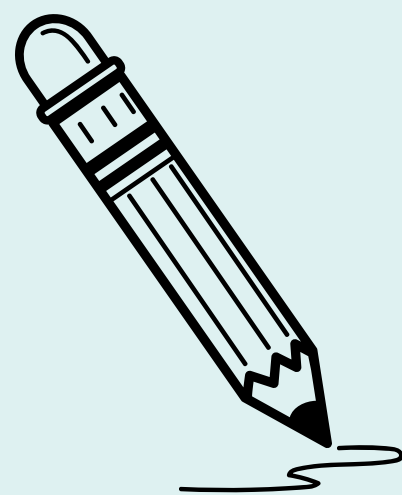


CLEAN HANDS

Please wash and dry hands thoroughly before handling documents. Gloves are only needed for certain types of photographs.

NO FOOD OR DRINK

Do not eat, drink, or chew gum in the archives. We can keep your snacks and beverages in our kitchen if needed.

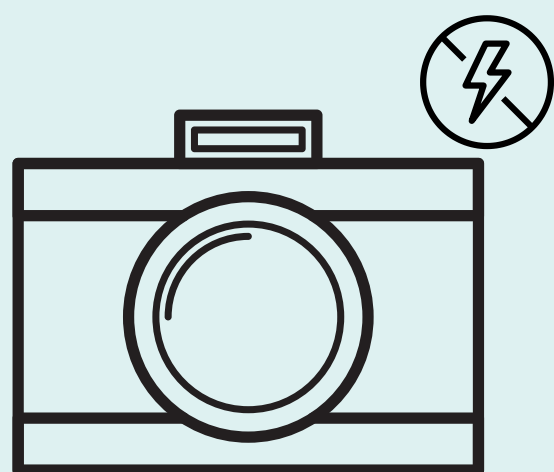


PENCILS ONLY

Please use pencils for taking notes. We can provide a pencil for you! Pens and markers are not permitted.

COATS & BAGS

Please store any coats in the coat closet by the front door. You may keep your bag on a chair near your work area, not on the table.

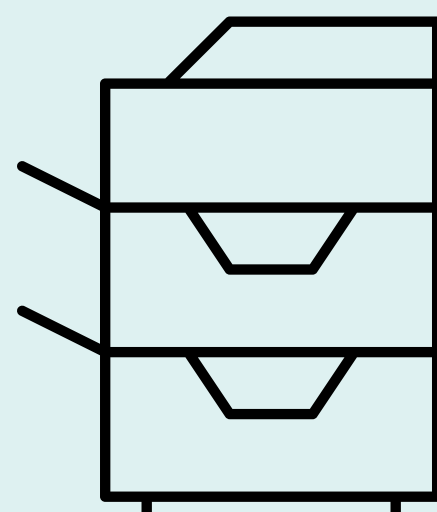
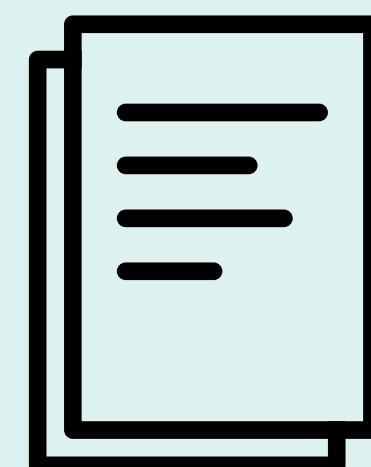


PHOTOS

Photos taken in the archives are intended for reference, research, or personal uses only. Please turn off your flash to prevent damage.

DOCUMENTS

Please keep documents flat on the table and inside their protective sleeve. Do not place anything on top of documents or lean on documents.



COPIES

Please ask the archivist if you need a copy of a document made. The cost is 50 cents per page.

BE CAREFUL

Please treat all items with the utmost care. This is our history and we want to keep it safe!



We thank you for your help!