

Welcome to the Archives and Map Research Rooms. Here you will find archival collections that include official records of the commonwealth, private papers, local court records, and maps relating to Virginia. These research rooms are open between 9:00 AM and 4:30 PM, Monday through Saturday, excluding state holidays.

## Registration

Researchers must be 16 years of age or older or accompanied by a parent, teacher, or guardian. In order to use the collections, new researchers are required to complete a registration form and present picture identification and proof of current address that will be photocopied by the staff. Registration is updated biennially.

All researchers are required to sign the register daily.

To maintain security of Virginia's irreplaceable documentary heritage, personal items such as outer coats, bags, briefcases, purses, waist packs, backpacks, computer cases, packages, clipboards, notebooks in covers, bound or spiral notebooks, bound pads of paper, portfolios, folders, and envelopes are not permitted at the tables in the research rooms. Small lockers and designated shelves are available for storing these items. No food, chewing gum, cough drops, mints, beverage items, or containers are permitted in the reading rooms.

Only pencils, unbound note paper, index cards, portable computers, and loose research notes are allowed at the work tables. The staff will provide pencils and scratch paper upon request.

## Use of Collections

To request records, complete a stack service slip. Complete one slip for each request and submit only one slip at a time. A copy of the slip will accompany the served records and must be returned.

Personal photoduplication devices (including but not limited to digital, film, and video cameras) are not permitted without prior permission. Scanners are not allowed. Patrons can submit a request form for permission to use photographic equipment. An archivist can provide more information on this procedure. Requests for permission to publish archival and manuscript records should be directed to Archives Reference Services.

Original records will not be served if a photocopy, microfilm, or digital surrogate is available.

Only the researcher who has signed for the records is allowed to handle the records. Conferences with others must be held outside the Research Room.

No requests for materials will be accepted after 4:00 PM. All records must be returned (with stack service slip) to the desk by 4:30 PM.

Researchers must exercise care in handling maps and manuscripts. The following rules must be observed:

- Use pencil only.
- Use only one box, one folder of records, or one map at a time. Remove only one folder at a time.
- Do not remove materials from their folders.
- Maintain the existing order of records.
- Do not place anything on top of documents.

- Do not trace or lean on any portion of a map or document.
- Materials must be placed flat on tables and not held in the hands or in the lap.
- Use care in turning pages to avoid tearing or other damage.
- Follow correct procedures for photocopy requests (see separate photocopy policy).

**Archives Research Room activities are monitored by closed-circuit television. Your research notes and any copies made for you may be examined before you leave the room.**

Material in the Archives and Map Research Rooms is available to all researchers on equal terms of access. Privileged or exclusive use of material will not be granted to any person or persons, nor is access to any body of material denied unless specified by legal, donor, or purchase restrictions.

Sections §18.2-107 and §42.1-72 through §42.1-74.1 of the *Code of Virginia* provide for the safekeeping of records and manuscripts housed in the Library of Virginia. Penalties of up to five years' imprisonment may be imposed for the destruction, mutilation, concealment, or removal of records. If a researcher fails to follow the procedures set forth in this document, the staff is authorized to take necessary actions, including refusing further use of records.

The Virginia Freedom of Information Act (*Code of Virginia*, §2.2-3705.5) and the Virginia Public Records Act (*Code of Virginia*, §42.1-78) establish guidelines for restricting access to privacy-protected information. Privacy-protected records include, but are not limited to, certain educational, medical, financial, criminal, attorney-client, and personnel records. Privacy-protected information is considered confidential and is restricted from public access for 75 years following the date of record creation. In accordance with this legislation, the Library of Virginia can and will restrict, in whole or in part, access to records containing privacy-protected information.

Improper disclosure of privacy-protected information is a breach of confidentiality that could result in the loss of access to the archival collections housed and maintained by Library of Virginia, and could result in legal penalties (*Code of Virginia*, §18.2-186.3).

This access policy applies to state and local government archival collections in both paper and electronic form. Access to privately donated collections may be restricted by the donors of the material.



Please print and complete in full after reading the rules and usage agreement:

Name \_\_\_\_\_  
(Last) (First) (M. I.)

Permanent address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Virginia County/Incorporated City \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Independent Researcher     Institutional Affiliation/State Agency  
Name of Institution and Department \_\_\_\_\_

Reason for use of Archives and Map Research Rooms:

Dissertation     Thesis     Book     Article     Genealogy     Map Study     Course Assignment

State Agency (please list) \_\_\_\_\_  Other \_\_\_\_\_

Subject of Research \_\_\_\_\_

Care has been taken to locate and identify privacy-protected information within the Library's archival collections. If, however, privacy-protected information is revealed during or as a result of accessing archival materials, I agree to make no notes or other recordation of the confidential information and agree not to publish, publicize, or disclose the confidential material to any other party for any purpose. I also agree that no direct or indirect contact will be made with the individuals to whom the confidential information relates.

**I have read the rules concerning use of and access to materials in the Archives and Map Research Rooms on pages 1 through 3 of this registration form and agree to comply with them. I understand that failure to follow these rules may result in suspension or revocation of research privileges in these rooms.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff initials \_\_\_\_\_ Date \_\_\_\_\_