

SURRATT HOUSE MUSEUM
James O. Hall Research Center
9118 Brandywine Road, Clinton, Maryland 20735
Telephone: 301-868-6185
Email: pgp-johrc@pgparks.com

Research Appointment Request Form

The James O. Hall Research Center at the Surratt House Museum is open to researchers by appointment only. If you wish to visit the Research Center in person to conduct research, please complete the form below and a staff member will contact you within 5 business days to set your appointment. Please note that appointment times are subject to staff availability, and we may not be able to accommodate all requests. Patrons unable to visit the Research Center during available appointment times may wish to complete a *Research Services Request* form.

Researchers may take personal photos of archival materials, as copyrights permit, at no cost. Researchers who would like staff to make copies or scan materials should submit a separate *Request for Reproduction* form. Copies are billed at \$1.00 per page. There may be limitations on what materials can be copied or the number of copies permitted.

Researchers must abide by Research Center rules, including:

1. Library users must register in advance by completing the *Researcher Registration Form* and submitting a government-issued photo ID upon arrival.
2. Visitors must **sign the Guest Book** at every visit.
3. No materials may be removed from the Library, and researcher bags may be subject to inspection.
4. No food, beverages, or gum may be consumed in the Library.
5. Researchers must use pencils at all times. **No pens or highlighters.**
6. **No more than 3 books or 1 archival box** may be consulted at any given time.
7. Use the book pillow when viewing any bound volume.
8. **Do not remove any books from the shelves** yourself. Please ask the staff for assistance with accessing our materials.
9. Consultation of archival materials or photographs may require additional approval, and the researcher must be trained to handle such materials prior to use.
10. Photography or scanning of documents is allowed with staff permission only.
11. Use of a laptop computer is permitted.
12. Extremely rare or fragile materials may not be available.
13. If a researcher will be visiting the Research Center over multiple days within a 30-day period, staff may place the items being consulted on hold for the researcher.

Researcher Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

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Institutional Affiliation (if any): _____

Government ID# (and type): _____

Staff is available Monday through Friday between 10am and 3pm. When would you like to come in?

Purpose of Research (select one):

Personal Interest Genealogy Research School/ Project Research

Publication Press Other:

General Description of Research Project: _____

Material(s) Requested:

Additional Information:

Please provide any additional information that may be helpful, including any resources you have already consulted.

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Acknowledgement:

I have read and agree to abide by the rules for using the James O. Hall Research Center research room and archival materials. I am aware that infringement of the James O. Hall Research Center rules may result in my being excluded from using the Archives.

I shall acknowledge the use of the James O. Hall Research Center at the Surratt House Museum in any publication which may result from my research through correct citation of sources.

I shall obtain the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

Signature

Date