The Learned T. Bulman ’48 Historic Archives & Museum
WASHINGTON & JEFFERSON COLLEGE
POLICIES AND PROCEDURES

The Learned T. Bulman ’48 Historic Archives & Museum houses items related to Washington & Jefferson College and its history and a large collection of manuscripts and other material related to the 18th and 19th century history of the United States, with an emphasis on Southwestern Pennsylvania.

Archives guidelines:

Before using archival materials, all researchers are asked to read and agree to the following list of regulations and to fill out a registration form.

- Due to space limitations, generally no more than 2 patrons may be served in the Archives at any one time.
- Items kept in the Archives do not circulate. These items may be used only in the supervised Archives reading area. The Archives reserves the right to limit the use of fragile or deteriorating material that may be further damaged by handling or photocopying. However, whenever possible, information will be made available for viewing.
- Materials are to be handled with great care and the use of gloves may be required.
- Personal belongings will be restricted.
- Pencils are permitted. Pens and markers are not permitted.
- Eating, drinking and smoking are not permitted.
- Depending on available staff, in-depth research may be limited and is at the discretion of the librarian.
- Permission must be granted for the use of computers, cameras, tape recorders and other special equipment.
- Requested materials may be limited to 3 at any one time and will be retrieved by staff.
- No user may be left alone in the Historical Collection room.

Research and reproduction services:

Photocopying requests should be made to the staff and approved by the librarian. Copying will be done for the patron only when materials are not placed at risk. The charge is .10 per page. Efforts will be made to fulfill photocopy orders by the next working day. If necessary, copies will be mailed with an additional postage and handling fee.

Digital copies of images are possible and are supplied as an email attachment or on CD for $10.00 per image. This fee is waived for the College community and alumni. Under normal circumstances the cost of shipping and handling of CDs is covered by the $10.00 scanning fee.

The Archives does charge for research services. There is a $10.00 per hour fee for staff research time after the first hour. This fee is waived for the College community and alumni.

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Signature & Date     Print Name