

Steven McNabb Archives of Social Research

Visiting the Archives

Appointments

Appointments must be made in order to visit the McNabb Archives and view collections. You must provide your full name, telephone number, and driver's license or other personal identification. To make an appointment, email mcnabbarchives@gmail.com. Please be specific when requesting information: What collection are you interested in? What materials in particular? What do you plan to do with your research? How long do you think you need?

Behavior

Researchers should be polite, sober, quiet, and abide by all policies. The Archivist reserves the right to ask a researcher to leave for any reason.

Non-Circulating Collections

Because archival materials are rare, irreplaceable, fragile, or otherwise special, they may not leave the Archives. Researchers must come in person to view physical collections, and the Archivist will retrieve materials, instruct researchers in handling guidelines, and supervise use.

Handling Materials

Wash your hands before touching any materials. You may be asked to wear gloves to handle certain items. Please handle all materials with care. Do not rest your arms on items, squeeze, twist, or fold them, or write on them. When taking notes, place your laptop or paper on the table, not on top of any archival materials. Photographs must remain in their protective (transparent) enclosures, unless the Archivist gives you permission to take them out. Please retain the order of materials in a folder. The Archivist will assist you in keeping track of folder placement if you need to view more than one folder at a time.

Allowed Items

Researchers may use a pencil or laptop to take notes. Jackets, bags, backpacks, purses, chewing gum, food, and beverages must be kept away from archival materials, in the researcher's vehicle or in a closet or cubby provided. Please silence cell phones. Audio and video recordings are not permitted without prior permission from the Archivist.

Camera Use

Some materials may be photographed without flash, with permission from the Archivist. Permission depends upon collection restrictions and intended use of the image. Researchers must abide by copyright laws and provide citation when disseminating such images.