

Using the Collections at the Western Regional Archives

Our collections are valuable for historical and evidential purposes and usually are the only copies in existence. All documents should be handled with great care. Most documents will be inside a folder to protect them and only one folder should be out of a box at one time. The documents within the folder are not to be rearranged for any reason. While there may not appear to be any order to the documents, there is and that order is to be maintained at all times. Visitors to the WRA should bring some standard form of identification (such as a driver's license). With proper identification, patrons will be registered in our patron database.

For the visitor's convenience, free lockers are provided for temporary storage of these materials while using the Search Room.

Regulations for the Use of the Search Room:

These regulations help protect our collections for use by all.

1. **Items prohibited in the Search Room:** Briefcases, laptop computer cases, backpacks, tote bags, large purses; ring notebooks; envelopes; plastic sleeve-covered pages; original maps, manuscripts, and other material; books; scanners, pens, and other material considered inappropriate may NOT be taken into the Archives Search Room.
2. **You must have ID:** Admission to the Search Room is by means of registering with the archivist on duty providing positive identification.
3. Power sources are limited. Charge your laptop before you come. Wireless is not available at this time.
4. Use of digital cameras is encouraged. Safely wear around your neck or put in your pockets.
5. Several records may be requested at once; however, only one box, up to three volumes, and, in some instances, only one folder or item will be issued to a researcher at a time.
6. The following rules MUST be observed:
 - Pencils only, no pens or markers, are allowed in the Search Room.
 - Manuscripts may not be marked, folded, defaced, altered and should be carefully handled.
 - Pencils are NOT to be used as "pointers."
 - Tape and Post-It notes are not permitted.
 - Manuscripts, volumes and reference books should remain flat on the table and should not be held in the lap or propped against a table edge.
 - Only one folder is to be removed from a box at a time, and the place of that folder is to be appropriately marked with a place marker (obtained at the reference desk).

- Papers are not to be rearranged under ANY circumstances. If something appears to be out of order, please notify an archivist.
 - Original records and reference books are not allowed in the microfilm room.
 - Smoking, food and drink are strictly prohibited in the research area.
 - Researchers wishing to leave the Search Room temporarily must return original records to the reference desk.
7. Researchers may be limited to 50 xerographic copies per day on a "while you wait" basis, depending on the day's workload and number of staff available.

The Search Room is under electronic surveillance. When a visitor fails to exercise good judgment, the reference archivist or security officer is authorized to take precautionary action, including the refusal to allow the researcher further use of the records. Rules and regulations regarding original material are set forth in Title 7, Subchapter 4M, of the North Carolina Administrative Code. *The complete regulations governing the use of the State Archives of North Carolina can be found in Title 7, Subchapter 4M of the North Carolina Administrative Code.*