

enjoy the
experience

morris county park commission

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Access To The Historic Collection Request Form

Name: _____ Date: _____
Organization: _____
Address: _____
Phone: _____ Email: _____
Research Subject: _____
Purpose of Research: _____
May we notify others of your research? _____
If research will be published, please give proposed title, publisher and projected publication date: _____

Access to the Historic Collection is by appointment only. Request to access the collection should be addressed to the Curator of Collections & Exhibits 973-285-6536 or collections@morrisparks.net

Conditions For Use

1. Specific instructions and supplies for handling collections materials will be provided by a Historic Sites Collection's staff and must be followed at all times.
2. Users must sign registration book.
3. Materials should be reviewed in a clean, uncrowded and safe work area. Under no circumstances should collection material be removed from the designated work area without the permission of the Collection staff.
4. Briefcases, bags and coats may not be brought into work area.
5. The following are not permitted in the work area: smoking, food, drink, glue, pens, scissors, knives, staplers, tape, markers.
6. Pens are not permitted in the work area; pencils may be used for note-taking.
7. Materials may not be leaned on, written on, folded, torn, cut, taped, glued, traced from or handled in any way likely to damage or alter them.
8. Materials must be kept in their folder and their original order, even when this order does not seem meaningful. Materials should not be forced back into a folder or box. If you are not sure how something goes back Collections staff will assist.
9. Notify a Collection staff person before photocopying collections materials. The MCPC reserves the right to set restrictions on access to and photocopying of collection materials.
10. All reference to materials in the historic collection should cite collection and series and acknowledge "The Historic Collection of the Morris County Park Commission".
11. It is the responsibility of the user to secure permission from the appropriate copyright holder to quote, publish, or reproduce items from the MCPC collections.
12. All collections materials should be returned by the end of the scheduled appointment time.

Application Agreement

I have read "Access Policy" and the above conditions for permission to use the Morris County Park Commission Historic Collections. I agree to observe them and understand that if I fail to do so, permission for further access may be withdrawn.

Signature: _____ Date: _____