

MORRIS COUNTY PARK COMMISSION

Policy and Procedure

<b>Subject:</b>  <b>Access Policy for Morris County Park Commission Historic Collections</b>	Effective Date: 12/21/92	Approval: Resolution No. 179-92
	Revised Date: 10/23/00	Approval: Resolution No. 174-00
	Revised Date: 3/28/05	Approval Resolution No. 63-05
	Revised Date: 7/10/07	Approval: Resolution No.128-07
	Revised Date: 5/22/17	Approval: Resolution No. 83-17

**Purpose:**

To provide a safe means of accessing the historic documents, books, photographs, and other historic objects belonging to the Morris County Park Commission, herein referred to as Historic Collection. Access to these collections may be limited due to the terms stipulated by the donor, privacy and/or security concerns, and/or the current condition of the item. Staff time and resources may also impact access requests based on the volume and format of material.

**Policy:**

The Morris County Park Commission is committed to preserving its Historical Collection and making them available for research and access. As the accessibility of materials depends on the knowing of its existence, the Park Commission recognizes its responsibility to inform researchers of the collections in its custody. The Morris County Park Commission is committed to making historic materials available to users on equal terms of access. Access should be provided in accordance with the Code of Ethics for Archivists, the Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collection Librarians and this Joint Statement. “A repository should not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of a body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation”.

**Restrictions**

The historic collections are open to the public unless one of the following restrictions applies. Restrictions will be recorded in the finding aid or accession record, when available.

- a. Collections containing particularly sensitive personal information may be closed for a period of time (75 years from the date of creation) protecting individuals privacy and security. Information such as, social security numbers, personnel records, accident reports and incident reports will be restricted.
- b. Records donated or purchases by individuals or organizations outside of the Morris County Park Commission may be restricted at the discretion of the donor.

- c. Access to the collection may be limited due to the condition the material is in. If use of the collection threatens the preservation of the artifact, the user access may be denied.

**General Public Use** (including Friends Board members, volunteers and private researchers)

Any member of the general public over 17 years of age (or with the supervision of an adult) may use the collection materials related to park properties for the exclusive purpose of gaining specific knowledge about that site, a person, or history, providing the following requirements are met.

Access to the Morris County Park Commission's Historic Collections by the general public is by appointment only. All members of the general public must complete the "**Access to the Historic Collection Request Form**" and be approved in advance by the Curator of Collections and Exhibits or Asst. Director of Historic Sites. Requests for access to records by a person with a disability may be received in alternative formats, such as Braille, digitally, or by voice. The Morris County Park Commission will, in fulfilling the request, to the best of its ability, provide it in the format preferred by the requestor.

**Terms of Use:**

- a. Users must sign a registration book.
- b. An appropriate member of the Morris County Park Commission staff must be present at all times unless permission is given by the Asst. Director of Historic Sites.
- c. Conditions for Use defined by the "Access to the Historic Collection Request Form" must be followed by all users, at all times.
- d. Specific guidelines, instructions and supplies for use of collections materials will be provided by a Collection's staff member, and must be followed.
- e. Photocopying, scanning and photography are permitted providing a copying machine is located at the site and materials are in sound condition and will not be damaged, i.e., books should have firm bindings, papers should lie flat naturally, and photographs should not be faded. Photocopies must be made by staff only, subject to condition of materials and availability of staff. Scanning is less damaging than photocopying, and, pending approval, is preferred and must be done by staff only, subject to availability of equipment and staff.
- f. Photocopies are for research and reference purposes only and are not to be reproduced for publication purposes.
- g. All reference to materials in the Historic Collection should cite collection and series and acknowledge "The Historic Collection of the Morris County Park Commission". When publication is intended, for any material quoted from the Historic Collection must be submitted to the Park Commission for approval. These stipulations also apply to dissertations and research theses.
- h. Under no circumstances will the public be allowed to remove materials from any area of the site, unless objects are approved by an appropriate member of the Historic Sites Collection staff and the Cultural and Educational Resources Committee. Once approved, all loans must be recorded in the loan log and a "Loan Agreement Form" must be completed.

**Staff Use** (A current employee of the Morris County Park Commission or Park Commissioner)

Access will be made available to Morris County Park Commission staff by appointment only. Requests to access historic collections should be directed to the appropriate Collections staff member or to the Asst. Director of Historic Sites.

**Terms of Use:**

- a. Staff must also comply with the *Terms of Use* listed above and the *Conditions for Use* defined by the "Access to the Historic Collection Request Form".
- b. Photocopying, scanning and photographing are permitted providing a copying machine/equipment is located at the site and materials are in sound condition and will not be damaged, i.e., books should have firm bindings, papers should lie flat naturally, and photographs should not be faded. Photocopying is permitted with the permission of a Historic Sites Collections staff member or, in his/her absence the Manager of Historic Sites. Scanning is less damaging than photocopying and, pending approval, is preferred.
- c. Under no circumstances should collections material be stored at a staff member's desk. All material will be returned to its home storage location at the end of the day.
- d. Collections materials are not to be removed from the premises without the permission of the Asst. Director of Historic Sites. If materials are removed from storage overnight or longer, the Temporary Custody Receipt or a "Loan Agreement Form" must be completed and approved by appropriate Park Commission personnel. Temporary locations for materials moved will be recorded in the loan log.

**Fees:**

There is no fee for onsite access to the Historic Collection, which includes up to 20 photocopies or low resolution scans. Any additional photocopies and scans will be charged according to the Park Commission's current fee schedule. Payment is expected at the time of service. An invoice will be provided upon request.

Requests for MCPC collection staff to research a request in an excess of 2 hour will be charged a fee according to the Park Commission's fee schedule.

Requests requiring staff time in an excess of 2 days that do not directly benefit the Park Commission require approval by the Cultural and Educational Committee and will be charged according to the fee schedule.

**Warning Concerning Copyright Restrictions:**

In some cases, (for materials not in the public domain) the Morris County Park Commission owns only the physical item, not the literary, property or copyright rights, and therefore assumes no responsibility for violations of such rights or for any other legal issues resulting from the use or publication of items. In the case of both textual and visual materials (including photographs and works of art), 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. This institution reserves the right to refuse to accept a reproduction request if, in its judgment, fulfillment of the order would involve a violation of copyright law.



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Website: www.morrisparks.net

## 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](mailto: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: \_\_\_\_\_