

CLIR Pioneers of Wilderness Conservation Reading Room Guidelines for Graduate Assistant Archives Processors

There are some particular standards that must be met while working with researchers with the collections of the CLIRHC: Pioneers of Wilderness Conservation project in the ARL. As the ARL is not a traditional archives or special collections reading room we must strive to replicate that environment in order to maintain best practices in our project and ensure the protection of the collections for researchers to come.

Reading Room Instructions:

- Only one collection at a time may be open on each table.
- Only the particular section (one year, one folder, etc.) of the collection may be given to the undergraduate researcher at a time.
- Each portion of the collection pulled for researchers must be noted on the [Research Log](#).
- Property not essential to research (backpacks, purses, cases, large coats, computer bags, etc.) are not allowed at the table.
- **Absolutely no food or drink are permitted.**
- **All notes must be taken in pencil. No pens are permitted in the research area.**
- Researchers must wear cotton gloves while working with non-mylared AV collections.
- All scans and photocopies must be made by archives processors or archivists.
- **All researchers must be supervised by an archivist or archives processor at all times.**

Research Log Instructions:

1. The Research Log is a Google Document shared with the CLIR team. It may be found at this address:
<https://docs.google.com/a/union.edu/document/d/1VFFj8C0jcuitEPFMEHVDPkGlrhLNlgA9jI5SUb6do/edit?usp=sharing>
2. Each portion of the document must be filled out at the time of action under the account of the person pulling, replacing, or supervising the researcher.
3. The **Date**, **Name of Researcher**, **Time In**, and **Time Out** fields are to be filled out by the supervising team member.
4. The **Time In** and **Time Out** fields are to be filled when the act takes place.
5. The **Segment** field is to be filled with the portion of the collection the researcher is accessing.

6. The **Pulled** and **Replaced** fields are to be filled by the team member who pulls or replaces that portion of the collection with that team member's name as well as the date and time the action took place.

Ex:

Date	Name of Researcher	Time In	Time Out	Collection	Segment	Pulled	Replaced
6/19/2015	John Smith	9:42am	11:47am	John S. Apperson, Jr., Papers	Box 32, Folders 1-4	Simkovic, 6/18/2015, 4:45pm	Kunker, 6/19/2015, 12:15pm