Policy for use of Nickerson Archives

Purpose

The purpose of the Nickerson Archives is to house the collections in the William Brewster Nickerson Cape Cod History Archives, to provide a reading room where researchers may have access to the collections, and to provide a work space for the archivist. Maintaining security, preserving the collections and making them accessible to the public are the primary goals of the Archives. Maintaining the integrity and reputation of the archives as a reputable repository is essential.

Use of the Nickerson Archives

Scheduling of the Nickerson Archives must not interfere with posted hours of operation or the work of the archivist, or pose any security risk to the collections. As a general rule, the archives is not available as a meeting space.

Rules for use of the Nickerson Archives

- The room may not be used without written permission from a member of the library staff.
- Food and drink are strictly prohibited. No exceptions will be made to this rule.
- Access to the collections will only be provided by the archivist, or members of the professional library staff.
- Access to the Nickerson Archives Collections is available only between 9-5 on Mondays through Fridays. Exceptions to this condition may be made only at the discretion of the archivist.

Professional Library Staff
RAD, JF, JJ, TG
June 2018