



The Dr. Charles H. Glatfelter Research Room
625 Biglerville Road, Gettysburg PA

Hours of Operation:

Thursdays, Fridays & Saturdays - 10 a.m. to 5 p.m.

Rules and Procedures for Visitors

Thank you for your interest in the Dr. Charles H. Glatfelter Research Room. We will do our best to help you in your search for historical information. Please read the following guidelines before your visit.

Before You Arrive

- We recommend that researchers pre-book their visit via our website, achs-pa.org.
- Researchers must check in at the front desk before proceeding to the research room. There is a \$10 entry fee per person, per day, for non-members. Students (grades K-12 & undergraduate) and current ACHS members may utilize the research room for free. Payment will be taken at the front desk only.
- The research room is located on the second floor of the history center and is accessible via the elevator or stairs.
- Student researchers 5th grade and under must be accompanied by an adult unless granted permission by the staff. Adults providing this assistance will not be charged the entry fee.
- Visitors may not bring jackets, folders, cases, containers, bags, backpacks, purses, or food/drink of any kind into the research room. We encourage you to leave these items in your car, or you may deposit them at the volunteer desk for safekeeping until you leave the facility. Please note that we are not responsible for any property left unattended in the building.
- You may bring any research materials, including laptops (taken out of the case), charging cords, notes, and pencils into the Glatfelter Research Room.
- Visitors are not permitted to bring their own original documents into the research room without permission from the staff.
- Pens are prohibited in the research room. Pencils, scrap paper, and magnification devices are provided by ACHS.

In the Research Room

- Non-flash photography or personal scanning of archival material (excluding photographs) is allowed at a fee of \$10 per day for non-members. Members may photograph or scan archival material free of charge. ACHS reserves the right to restrict photography or scanning of any materials in its holdings. Any photographic or scanning devices brought into the research room will be examined before the visitor leaves.
- No eating, drinking, or smoking is permitted in the research room.
- Cell phones are allowed, but please make sure they are silenced. If you receive a call you must take, please leave the room to answer it.
- Please be respectful of others and keep noise to a minimum.
- All materials are to remain in the library. Nothing may be checked out.
- The staff and volunteers reserve the right to inspect all materials brought into the research room and upon the visitor's departure.
- Excepting medical circumstances, pets are prohibited in the research room.
- Visitors may not enter the archives unless authorized by a staff member.
- Please note: the research room is under 24-hour video surveillance, and any theft will be prosecuted.

How to Locate Materials

- Our dedicated staff of volunteers will assist you in finding the right materials in a timely and efficient manner.
- There are several public computers in the research room where you can access finding aids, digital databases, and the internet.

Use of Materials

- Please handle all materials with care. Do not place papers, books, or elbows on original materials. Staff may ask you to wear white gloves if you are handling original photographs, negatives, or artifacts.
- Do not write on any ACHS-owned materials.
- Do not take notes or write on top of original archival materials.
- Visitors are permitted to have only one box of records out at a time and may not remove or re-shelve boxes or books.
- All materials must be kept in order within the boxes or notebooks they are stored in.

Making Copies

- All photocopies will be made by volunteers or staff in black & white.
- Photocopies are \$0.50 per page regardless of size.
- Payment for photocopies can be made via cash or check in the research room or by credit card at the front desk.