



SAVANNAH

Municipal Archives

Rules and Procedures for Use of Archival Collections

All researchers using the archival collections of the City of Savannah Municipal Archives will be held accountable for the following rules and procedures. They have been designed to insure the security and preservation of the collections so that they will be available for you and other researchers. If you are uncertain about any of the following, before or during research, please ask the Archives staff.

Thank you for your cooperation!

1. Appointments must be made with the staff for all on-site research. Please contact the Archives (Archives@Savannahga.gov, 912-651-6412) to set up an appointment (appointments are made between Monday-Friday 9am-4pm).
2. All researchers must complete and sign a Research Application once per calendar year and provide acceptable photo identification prior to use of the collections.
3. Smoking, eating or drinking is not permitted in the Archives. Please silence cellular phones.
4. All personal materials (including purses, briefcases, bags, knapsacks, etc.) must be stowed beneath the designated research table. The Archives staff reserves the right to examine research materials, personal notes, backpacks, purses, etc. at any time.
5. Researchers are permitted to use all unrestricted archival materials which are arranged and processed for use. Please consult the Archivist regarding desired restricted materials.
6. All archival materials must remain in the Archives in the space designated by the staff for use.
7. Only one box of materials may be used at a time. All materials must be kept in the order in which they are found in each folder. Folders must be kept in the order in which they are found in each box.
8. The researcher must accept the responsibility of carefully handling all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All materials must be kept fully on the surface of the table. For certain materials, it may be necessary to wear gloves provided by the staff.
9. Notes may be taken only with pencil, tape recorders, cameras, or personal computers. No pens, highlighters or post-it notes are permitted. Personal materials essential for research must be approved by the reference staff prior to beginning research.



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Please consult staff regarding photocopying procedures. Staff will make photocopies for you. Do not use the photocopier yourself. Copying may be prohibited due to collection restrictions, copyright law, or physical condition of the materials.

1. Photocopies – All photocopies are made by the staff. Materials deemed too fragile by the staff will not be photocopied. The first ten pages of copies are provided at no charge. Additional copies will be charged at 10 cents a page. Copies must be paid for with a check made out to the City of Savannah or exact cash (change cannot be made; charge cards not accepted). Copies can be made only as the staff schedule permits. Large photocopy requests may need to be completed and picked up at a later time.
2. Photography – Cameras and video cameras are allowed with staff supervision. Use of flash equipment may be restricted by the Archivist for the protection of archival materials.
3. Scanning – Small flat-bed or hand-held scanners can be used with advance permission and supervision of the staff.
4. Please read carefully the statement on copyright below. **Permission to reproduce does not constitute permission to publish.** Researchers who plan publication are asked to discuss this with the Archivist first for written permission. While most of the Archives' collections are public records and in the public domain, not all are, and the Archives may not be the owner of copyright for all its archival materials. Researchers are responsible for obtaining any necessary permission to publish from the holder of copyright. In the event that the Archives becomes a source for publication, a copy of the publication is requested for the Archives' collections.
5. Use the following form for citing archival materials from our collections:
Item and collection identification. City of Savannah Municipal Archives.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.



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