

Providence College Archives and Special Collections

John E. Fogarty Reading Room

Guidelines for Researchers

Guidelines for using the Archives and Special Collections (ASC) materials at Providence College have been established to provide the best and most equitable access to collections while also preserving materials for future users. We ask that all researchers review and follow these guidelines to ensure continued access to our collections.

Access to Collections

- The reading room is open to all Providence College students, faculty, and staff. We also welcome members of the public to use our collections.
- We offer a range of appointment times and drop-in hours, please visit our website for the most up to date information.
- Please contact the ASC to make an appointment in advance of your visit as we cannot always accommodate requests on short notice. You may email us, call, or use the booking request form on our website.
- When visiting the reading room, you will store your belongings, such as bags, coats, food and drink. You may bring your laptop, camera, notebook, and pencils to the research tables. Pens are not permitted.

Handling and Use of Materials

- All materials held by the ASC are accessed in the John E. Fogarty Reading Room. Collection materials do not circulate.
- Please ensure your hands are clean and free of lotions, sanitizer, or other products that can damage the materials.
- You may use pencils, notepads, paper, or a computer. Pens are not permitted.
- Maintain the order of materials as you use them. Keep documents in order within each folder, and remove only one folder at a time, marking your place with a placeholder.
- Folders and materials should remain flat on the table while being read.
- Please follow all handling instructions given to you by staff and always feel free to ask questions if you are unsure or if something seems out of place or damaged.

Photography and Reproductions

- Researchers may photograph material to use for research and other educational purposes. Please do not use the flash.
- Scans and reproductions for publication or exhibition will be provided upon request.
- Reproductions do not automatically grant use rights; it is your responsibility to comply with copyright and use restrictions.
- Materials belonging to Archives and Special Collections may be published or exhibited, in whole or in part, online or in print, with written permission.