

Research Policy

Online Reference Materials

Historic Northampton maintains an extensive website, www.historic-northampton.org, as an online resource.

The **Online Research** button features:

1. Historic Northampton Digital Collections Catalog
2. Newspapers: Downloadable PDF files of the 1st 10 years of the Hampshire Gazette
3. Maps: Downloadable PDF files of the most frequently requested maps of Northampton
4. Historic House Inventory Form B of 1000 of the older houses in Northampton.

These materials are available to members for the annual membership fee. Some public and school libraries currently provide access to this section of the website for library patrons at the library.

Reference information available for **free** access on the website includes:

Reference Shelf: an annotated bibliography of Northampton history

Historic Highlights: an overview of notable events in Northampton's history

Collections: an overview of Historic Northampton's collections

Reference Room and Archives

On-site use of reference materials, documents, photographs and the collections database is governed by the following guidelines.

1. Reference room access is by appointment only, Tuesday – Saturday from 10 a.m. to 4 p.m.
2. **Members** may use the reference room free of reference room charges, except for photocopy and reproduction fees.
3. Non-members are charged \$10 for the first hour and \$5 for each succeeding hour, with a 1 hour minimum charge.
4. Photocopies can be made at the discretion of museum staff at a fee of .15 per 8 ½" x 11" sheet and .30 per 11" x 17" sheet. Museum staff may not be able to accommodate requests of more than 20 copies in one research session and may apply a surcharge for extensive photocopying.

Hampshire County teachers and students may use the reference room free of charge, except for photocopy and reproduction fees.

Object and Artifact Collections: Digital images of collection objects are accessible in the reference room database.

Physical access to object and artifact collections is restricted for scholarly use by appointment only. Requests will be made in writing stating the purpose of research. Each request will be evaluated on a case-by-case basis.

Research Inquiries: Research requests may be submitted by letter, email or fax. **There is no charge for member or student requests.** For all other requests, research fees are \$20 for the first hour and \$10 for each additional hour with a 1 hour minimum charge.

Telephone Research Requests will be directed to the Historic Northampton website or callers will be asked to submit written requests by email, fax or letter.

Reproduction fees and copyright restrictions apply to all researches and research requests.

2008 Annual Membership Rates in the Friends of Historic Northampton:

Individual: \$40 Family: \$60 Supporting: \$100 - \$1000

An annual membership rate of \$25 is available to students and seniors. Student/senior memberships cannot be processed online. Enrollment at this rate can only be processed through the mail or in person at Historic Northampton.