

REFERENCE LIBRARY AND ARCHIVES

The collection includes:

- archives and manuscripts (personal papers, diaries, family histories, records of societies, businesses and organisations) detailing various aspects of life in the Nelson region
- artworks
- maps
- Nelson newspapers covering the years 1842-2001
- Nelson Education Board records
- genealogical resources (detailed in brochure *Family History Resources* at Nelson Provincial Museum)
- published material on history of the Nelson region
- published family histories
- published material on New Zealand history

The Nelson Provincial
MUSEUM
Isel Park Research Facility

USER GUIDELINES FOR RESEARCHERS

HELP US PRESERVE
OUR COLLECTIONS
BY FOLLOWING THESE
GUIDELINES



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- Please sign the visitors' book on each visit.

This is used for statistical purposes: to give an indication of the number of visitors, subjects being researched and areas visitors are from.

- Only use pencils when making notes from newspapers and archival material.
- Keep archival items in the same order within folders and boxes. Do not remove pages – use paper markers to indicate items to be photocopied.
- Handle all material with care – this includes books. Where possible handle papers at edges only.
- Don't lean on any material issued to you – this includes newspapers, maps and archival material. Fingerprints leave residual marks – keep hands off material as far as possible.
- If an item is warped or bent – do not attempt to flatten it. This may cause further damage.
- Wear gloves when handling archival material, if requested by Staff.
- No food in the reading room.
- Show consideration for other library users. Leave room for others and keep noise to a minimum.
- Leave bags in lockers provided.

PHOTOCOPYING

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Items from our collections (including maps and manuscripts) may only be reproduced with the written permission of The Nelson Provincial Museum.

Photocopies of archival material will be provided only when this can be done without damage to the original item.

The following will NOT be photocopied:

- original paintings, drawings and prints
- large items (i.e. larger than A3 size)
- items in fragile condition or with bindings that could be damaged
- postal directories
- large maps

Photographic copies of some items may be available. Please ask staff.

REPRODUCTION

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Permission should be sought in writing from the relevant staff member *either*

- Librarian / Archivist *or*
- Collections Manager Photographs

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Please ask staff if you have any questions.

PHOTOGRAPHIC COLLECTIONS

Our photographic collections comprise approximately 1.2 million images. Any photographic enquiries should be addressed to the Curator Photographic Collections, or see Staff at the Information Counter.