Archive & Research Room User Policy

The collections of the Pennsylvania State Historic Preservation Office (SHPO) date from the early 1900s when the first archaeological sites were recorded and through the present day. The collection includes the Pennsylvania Archaeological Site Survey, archaeological and historic survey reports, and historic resource files. The collection also includes project review files, tax credit project files, Certified Local Government agreements, Historic District Act certifications, and covenants.

Hours
The collections are open to the public and can be accessed by appointment:
* Tuesday through Friday 9:00 AM to 4:00 PM
* Closed on weekends, Mondays, and all state holidays.

Please note that 3:00 PM is the latest time appointments will be scheduled for the day. The SHPO Archive and Research Room may also be closed during different periods throughout the year for maintenance.

Scheduling an Appointment
Due to Research Room space restrictions, access is limited to two parties at a time, with no more than two in a party; therefore, please call ahead to reserve a space in the Research Room. Reservations can be made by calling a Research Room Attendant at 717-783-8947. No one will be admitted to conduct research without an appointment.

To make the most efficient use of your time, please consult the Cultural Resources Geographic Information System (CRGIS) in advance and complete the File Request Form. If you will be requesting 10 or more files, the Research Room Attendant will require that you complete and email the Request Form in advance of your scheduled appointment. Requested files will be limited to ten (10) at any one time. Additional files will be provided in increments of ten (10).

Location & Arrival
The Pennsylvania State Historic Preservation Office is located in the Commonwealth Keystone Building, 400 North Street, 2nd Floor, in Harrisburg. Limited metered street parking is available on Forster Street. A public parking garage is located three blocks away at the intersection of Forster and N 7th Streets. Enter the Commonwealth Keystone Building from Forster Street. Access elevators from the plaza level and take to the 2nd Floor. All researchers will need to sign in and obtain a visitor badge from the 2nd Floor security officer. An attendant will escort all researchers to and from the 2nd Floor lobby to the Research Room.

Prior to using the Research Room, all researchers must sign-in at the SHPO’s Reception Desk. Researchers will need to sign an agreement acknowledging the terms of the Archives & Research Room User Policy. Completion of the acknowledgement will be required prior to each visit. You will be required to sign out when you leave.

Security Statement
We ask all researchers who use the State Historic Preservation Office’s collections to help preserve and protect these materials so that they will be available for future generations. Lockers are available outside the Research Room for personal belongings. Items such as coats, hats, handbags, hip packs, briefcases, books, and computer cases are prohibited in the Research Room. A locker will be assigned by an attendant.
Research Room Equipment

Computers – which has access to CRGIS
Copier – black & white only
Bind/Rebind machine

Researchers are responsible for making their own copies and for rebinding any materials that were unbound for copying. If assistance is needed using any of the equipment please ask the Research Room Attendant on duty.

Files Available for Research

The following files are open to the general public and can be requested on the File Request Form:

- Survey Reports: Archaeological and Historic Survey Reports
- Resource Files: P.A.S.S. and Historic Resource files (please note: it is not permissible to reproduce P.A.S.S. forms and maps)
- Historic District Act: Locally-designated historic districts authorized under the Pennsylvania Historic District Act (ACT 167 of 1961)

The following files can only be accessed when accompanied by a SHPO program staff member. Arrangements must be made in advance of your visit with respective SHPO program staff member. It is the responsibility of the researcher to contact appropriate SHPO staff to view these files:

- Environmental Review
- Rehabilitation Investment Tax Credit Program
- Covenants
- Certified Local Government Agreements

Copy Fees

$0.50 / black & white copy all sizes (8.5 x 11”; 8.5 x 14”; 11 x 17”); the Research Room does not have a color copier available. A two-sided copy will be counted as two copies.

Payment for copies in the appropriate amount must be made by check or money order payable to the COMMONWEALTH OF PENNSYLVANIA. Prices are subject to change without notice. All copy orders must be paid on the day of your visit prior to departure.

Personal Electronic Equipment Policy

The use of film, digital still-image cameras, laptops, tablets, and cell phones is permitted in the Research Room at no additional cost. The use of personal electronic equipment is subject to the following conditions:

1. It is not permissible to copy, photograph, or scan P.A.S.S. files (individual P.A.S.S. forms or P.A.S.S. forms that may be included in a report).
2. Only still cameras, in lieu of a wireless scanner, may be used. Video cameras are not permitted.
3. Photographs must be taken only with available light; flash equipment is prohibited. The “shutter sound” on digital cameras should be turned off.
4. Tripod use is not permissible due to lack of space in the Research Room.
Conditions of Use

Credit must be given to the Pennsylvania Historical and Museum Commission, Pennsylvania State Historic Preservation Office and the creator of the work, if known.

Permission to reproduce, publish, broadcast or display an image or audio must be requested in writing. The request should include the proposed title, name and address of the publisher/producer, author, anticipated publishing/release date, and sufficient descriptive information to identify the record or manuscript number of the requested image. In most cases the Commission will request that a copy of the publication be donated to the Commission’s library.

The Commission makes no representation that it is the owner of the common law copyright or literary property in its unpublished collections. All responsibility for possible copyright infringement and invasion of privacy arising from use of reproductions is assumed by the user.

If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs.

User agrees to indemnify and hold harmless the Pennsylvania Historical and Museum Commission, its employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright.

Photographs may be cropped to suit design and layout, but they may not be altered or drawn upon so that they look in any way different from the way they appear in the historical collection.

The Commission reserves the right to refuse to grant permission and/or provide reproduction services to publishers and individuals who have not complied with its policies.

In authorizing the publication of a photographic copy, the Pennsylvania Historical and Museum Commission does not surrender its own right to publish it, or to grant permission to others to do so.

Copyright Notice

Permission to examine manuscripts and materials, or the sale of a reproduction, is not an authorization to publish, distribute or broadcast, either in print or digitally.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions or use of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction, or loan the material itself. One of these specific conditions is that the photocopy, reproduction or material 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, reproduction, or material for purposes in excess of "fair use," that user may be liable for copyright infringement.

If the texts or images in question are under copyright, permission to publish must be sought from the owners of the copyrights, typically the creator, the publisher, or the heirs to his or her estate.
Sign-out and Departure

Prior to leaving, researchers will be required to sign out at the SHPO’s Reception Desk. At that time a Research Room Attendant will access your copy code count to provide the balance due. A receipt will be provided upon request.

Payment for copies in the appropriate amount must be made by check or money order payable to the COMMONWEALTH OF PENNSYLVANIA. Prices are subject to change without notice. All copy orders must be paid on the day of your visit prior to departure.

An attendant will escort all researchers back to the 2nd Floor lobby.

Rules Concerning the Use of the Pennsylvania Archaeological Site Survey Files

1. The results of research using site file information shall not include descriptions of precise site locations or the names of informants in written reports, journal articles, and books for oral presentations without the written permission of the Pennsylvania Historical and Museum Commission (PHMC).
2. The PHMC and the Pennsylvania Archaeological Site Survey (P.A.S.S.) file shall be cited as the source of the site information in any publications, report, or presentation based on these data.
3. Specific site locations may not be mapped unless the site is directly impacted by the project for which the research is being consulted. Exceptions to this rule can be obtained only by submitting a research proposal defining the need for the information and providing a mechanism that ensures the confidentiality of the site location information.
4. The precise locations of sites listed in the P.A.S.S. files or the names of the informants shall not be disseminated in any way to other people unless written permission is obtained from the PHMC.
5. Researchers shall not record the names of informants or records unless the sites were recorded as part of a compliance survey.
6. Researchers shall not record the location of any collections that are held in private hands without the written permission of the PHMC.
7. The researcher is responsible for insuring that the contracting agencies and companies understand the confidential nature of site location information.

Any breach in trust concerning unauthorized use of data obtained from the P.A.S.S. files by the researcher may result in denial of access to the file in the future. We will also recommend contracting agencies reject project bids from the offender because access to the P.A.S.S. file has been denied.
Pennsylvania Historical and Museum Commission State Historic Preservation Office Archive & Research Room User Policy

Acknowledgment

I have received and reviewed the PHMC SHPO Archive & Research Room User Policy concerning the use of the SHPO’s resource records and hereby agree to abide by these rules. **This acknowledgement will be retained on file. You will be required to sign a new acknowledgement annually or if any of your contact information changes.** Please notify the Research Room Attendant at Check-in if your contact information has changed.

Signed: ________________________________

Please print name: ________________________________

Company / Agency (if applicable): ________________________________

Billing Office Address: ________________________________

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Telephone/Email: ________________________________

Date: ________________________________