

MONTEREY COUNTY



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MCHS Gumper-Castro Archives Library Use Policy

Boronda Adobe History Center

Welcome to the Gumper-Castro Archives Library of the Boronda Adobe History Center! We are delighted to have you join us to experience the ambiance of the Victorian Eastlake-style Archives Library. To ensure a productive and enjoyable experience for all research guests, we kindly ask that you adhere to the following conduct policy:

Introduction

This policy is designed to ensure the proper use of the MCHS Gumper-Castro Library & Reading Room and associated Archives resources. It is the aim of this policy to assure the preservation and integrity of our collections, and to provide a safe and productive environment for all researchers and visitors.

Access and Registration

Eligibility: Access to the Archival Library is open to scholars, researchers, and members of the public with a legitimate research interest, or via a docent-guided tour.

Registration: All researchers must check in and/or register at the main office upon arrival, providing a valid photo ID. Researchers must complete the attached registration form as a condition of access.

Appointments: Researchers must make appointments in advance and may be required to provide a letter of introduction or proof of research intent depending on the sensitivity of those books or documents requested.

Reading Room Regulations

Personal Belongings: Only pencils, loose paper, and laptops are allowed in the Archival Library. Bags, coats, pens, highlighters, and other personal items must be stored in designated lockers located just outside the library main entrance.

Handling Materials: Please handle all MCHS library materials and archival collections with care and follow staff instructions. Do not mark, fold, or alter any items within our collections. Keep items flat on the table and use provided book supports where necessary.

Note-Taking: Use only pencils for handwritten note-taking. Ink pens or markers are not permitted. Electronic devices may be used for typewritten notes, provided they do not disturb library guests.

Copying and Scanning: Requests for photocopying, scanning, and photography of materials will be coordinated with library staff and are subject to restrictions/fees.

Food and Drink: No eating, drinking, chewing gum, or smoking are permitted in the library or archival vaults. Cell phone calls are only permitted outside of the library reading room.

Security and Preservation

Supervision: Researchers must work under the supervision of the available library staff assigned upon scheduling your appointment. Books, documents, and all other archival materials are non-circulating, and cannot be checked out.

Leaving the Room: Notify staff when departing the ~~archives library~~, even for brief periods. All materials provided for use within the confines of the library must be returned to staff before departing the library.

Reproduction Requests: Requests for reproductions of materials must be submitted to the library curatorial staff assigned to your request. Reproduction services are subject to availability and will incur fees.

Conduct

Behavior: Maintain a quiet and respectful atmosphere. Disruptive behavior will not be tolerated.

Compliance: Follow all instructions from the assigned library staff member. Failure to comply with library policies will result in loss of access privileges.

Copyright and Permissions

Copyright Compliance: Researchers are responsible for complying with copyright laws and obtaining necessary permissions for the use of materials.

Citations: Properly credit all archival documentary, photographic, or map materials retrieved from the Library and used in research and publications as: Courtesy Gumper-Castro Archival Library, Monterey County Historical Society, Inc.

MCHS publications, archival documents, vintage art or photographic images should include *Copyright © [year] Monterey County Historical Society, Inc.*

Contact Information

For questions, or to schedule an appointment, please contact the MCHS Archives Library Staff at (831) 757-8085, or via email at mchs@redshift.com or mchs1844@gmail.com.

Your cooperation is appreciated.

Indemnification: Sponsor shall indemnify and hold the Monterey County Historical Society, Inc., its officers, agents, and employees harmless against any and all claims, demands, damages, liabilities, and costs which directly or indirectly result from, or arise in connection with, any negligent act or omission of Sponsor, its agents, or employees, pertaining to its activities and obligations under this Agreement or from Sponsor's use of the facilities identified with the Boronda Adobe History Center located at 333 Boronda Road, Salinas, CA 93907.