



Rules for Researchers

1. The Chinese Historical Society of America's collections is available by appointment only. Please fill out the Research Request Form to schedule an appointment.
2. CHSA collection materials do not circulate and must be used within the research area. This area may change depending on the type of material being reviewed.
3. Only researchers with a scheduled appointment are allowed into the research area.
4. Each appointment is for one researcher only. Permission for additional researchers in the same appointment must be obtained in advance.
5. Please call if you are running late. If you are more than 30 minutes late for your appointment, staff may not be available to fully assist you.
6. Researchers should request materials in advance of the research appointment whenever possible. Staff may be unable to page materials from storage during the researcher's scheduled visit.
7. No food or drink, including water, gum or lozenges, is allowed during the research appointment.
8. The department supplies notepaper and pencils for researchers. No pens or markers are allowed during the research appointment. Researchers must not mark any departmental materials. Do not place notepaper directly on collection materials when taking notes.
9. Cell phones, tablets, laptops and other electronic devices are permitted inside the research area for photography and note taking. Sounds must be turned off on all devices and researchers should excuse themselves from the department if an audible conversation is necessary.
10. One box or item per researcher is allowed at a time on the table. CHSA staff reserves the right to limit the number of items a researcher may use during his/her visit.
11. All materials are to be handled with care and in the manner directed by CHSA staff. Some materials may require the use of cotton gloves, book supports or other research aids. All materials must be left in their present order and arrangement. When necessary for reasons of preservation, photocopies or other facsimiles or transcriptions may be made available in lieu of the original.
12. Researchers may use their personal digital cameras to take fair use photographs free of charge.
13. Materials in CHSA's collection may be subject to copyright. The user or publisher must secure permission to publish from the copyright owner. CHSA does not



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assume any responsibility for infringement of copyright or of publication rights held by the original author, artist or creator or his/her heirs, assignees or executors.

14. Permission to publish materials from CHSA's collection must be obtained from CHSA's Registrar and have completed documentation securing permission in advance of publication.