

## HCHS Map Collection

### Rules for Use of the Collection

1. Maps are manuscripts; they must be requested by using a “Request for Manuscript” pull slip. A library volunteer or employee will retrieve the map for you.
2. Maps that are flat and in a folder are located at the Deats Library and may be requested for viewing during open reference hours of the Society. The index to the map collection clearly indicates the maps that are flat and those that are not. Rolled maps that are stored in a “map box” are also available at the Deats Library.
3. Maps that are rolled and not stored in a “map box” are located at the HCHS archives building. To view these maps, patrons must request an appointment with the Library Director or Manuscript Curator. The appointment will be at the archives building location. Same day appointments after Library hours are closed are not made without prior arrangement.
4. The Manuscript Curator reserves the right to refuse access to a rolled map that is deemed to be in such poor condition that viewing it will cause further harm. The Society is actively working to conserve the map collection on a need basis and consequently some maps may be unavailable until treated.
5. Maps may not be photocopied, nor may objects be placed on top of maps such as portable scanning devices. Maps may be photographed providing that a flash is not used.