



THE NAHANT HISTORICAL SOCIETY  
41 VALLEY ROAD  
NAHANT, MASSACHUSETTS 01908

## RESEARCH POLICY

Collections Committee as of May 7, 2021

The Nahant Historical Society maintains its collections, a research library with archives at 41 Valley Road, Nahant, Massachusetts to preserve and share the history of the town of Nahant. These consist of both primary, and secondary sources of Nahant's history with related materials from Lynn, Boston, Massachusetts, and New England. In addition there are sections on maritime history, decorative arts and biographies associated with Nahant and American history. The collections do not circulate. We welcome your research inquiries.

- **Research in person:** Appointments are strongly recommended to ensure that we can assist you properly. Email [info@nahanthistory.org](mailto:info@nahanthistory.org) or call 781-581-2727 to make an appointment. Admission to the Hodges Library is free. You may do your own research without fee, under staff supervision. Staff will assist you with access to library volumes and archive files. Staff will assist you if certain artifacts are very fragile. Laptops are allowed and Wi-Fi is available. Personal bags will be placed away from the table, and only pencils allowed. Food and drink are prohibited, unless specifically allowed by the staff. If so, all artifacts must be moved out of danger. You may use any personal digital device to photograph artifacts for personal research. Please see the Research, Reproduction, and Permissions form on the next two pages.
- **Research by telephone:** We are happy to answer general inquiries about the collections and general questions, such as: "When Nahant was first settled or incorporated?" For more in-depth questions it is preferable to do so in writing. Please see the Research, Reproduction, and Permissions form below.
- **Research by email or mail:** There is no hourly fee for members and students. Donations in support of our mission are gratefully accepted. The Society is a nonprofit 501(c) (3) organization. For non-members, and corporate entities, the research service fee is \$25 per hour. Please provide clear, specific questions and description of what you need so our staff can assist efficiently. Research requests are processed in the order they are received. Allow 4-6 weeks to fulfill them, due to the high volume of requests. Photocopying of any paper artifact is subject to the approval of staff, because of its possible fragility. Photocopies are for personal or research use only. Reproduction in any form (ie.in print or digital) requires written approval from Nahant Historical Society. See the Research, Reproduction, and Permissions form on the next two pages. Photocopying fees per page will be 25¢ for members, and \$1 non-members. Fees for reproduction, and permissions vary, subject to the nature of the request. The Society uses the United States Postal Service for mailing research parcels with USPS fees subject to prevailing rates. These will be included on your research invoice.



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I, (please print your full name) \_\_\_\_\_ have read the Nahant Historical Society research policy and I have agreed. I have enclosed an initial payment of \$25.00 for the first hour or portion thereof for research service. You may pay by personal check or credit card. See below. I understand and agree that any material is for my personal use, not to be published in any media whatsoever, such as in print or digital format. I understand I must first obtain written permission from the Society. Reproduction, and Permission fees will apply. If you represent a nonprofit or for-profit entity, please see Reproduction, and Permission section for additional details.

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## Application to Reproduce Photographs of Objects in the Collection

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_