

# JOLIET AREA HISTORICAL MUSEUM

## Visiting the Joliet Area Historical Museum

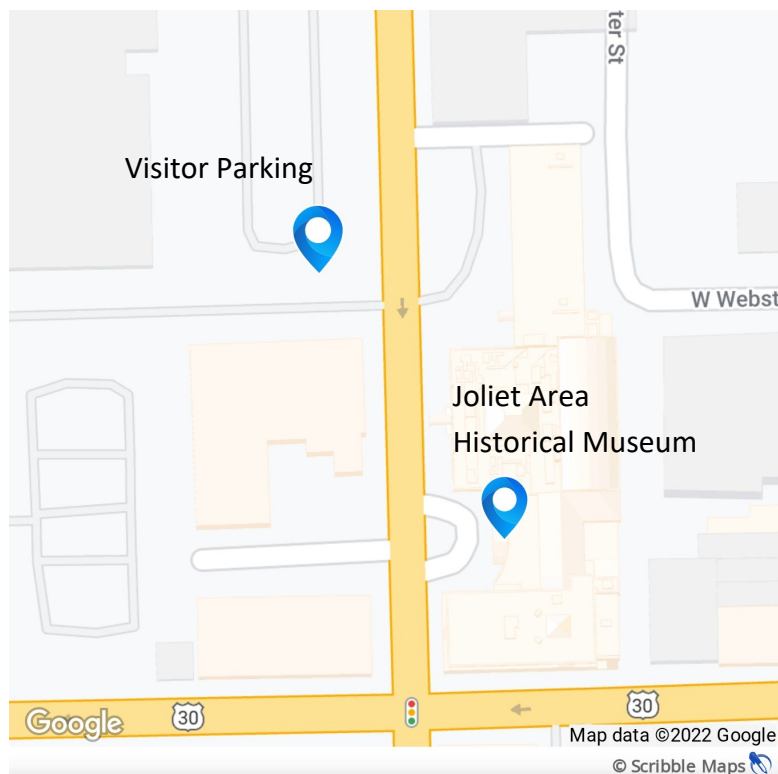
### Hours of Operation

The Research Room is open to the public from 10:00 am until 4:00 pm Monday through Friday. It is closed on weekends and state holidays.

Appointments are required in advance to secure a time in the Research Room. Appointments can be made by contacting the curator, Steven Wright, at the following: [s.wright@jolietmuseum.org](mailto:s.wright@jolietmuseum.org) or (815)-723-5201 ext. 7214. When making your appointment please let us know the scope of your research and collection(s) you would like to search.

### Directions and Parking

The Joliet Area Historical Museum is located at 204 N. Ottawa St. Joliet, Illinois 60432. Free parking for visiting researchers is available in the lot located at the northwest corner of Ottawa and Webster Streets. Please park in the south half of the lot. The north half of the lot is owned by the neighboring college and requires a permit to park there.



## **Access to the Research Collection**

All visitors are required to fill out a research registration form and provide a photo ID with your address. Access to the collection will not be granted without doing so.

### **The following items are NOT allowed in the Research Room:**

- All food and drink, including gum and water
- Scissors, pocket knives, or other sharp objects
- Pens, markers, highlighters, tape, or glue
- Backpacks, briefcases, purses, or laptop computer bags
- Outerwear, including coats, jackets, umbrellas, etc.
- Three-ring binders, folders, and spiral notebooks with pockets
- Flatbed scanners and scanners with document feeders

A locked cabinet will be provided for any prohibited items during your visit.

### **The following items ARE allowed in the Research Room:**

- Laptops, tablets, and silenced cellphones
- Pencils
- Notecards, notepads, spiral notebooks without pockets
- Cameras, with the flash turned off

The collections are closed to the public and must be requested from the curator or registrar. No original records or reference materials may leave the Research Room. Materials are subject to search when leaving the Research Room.

Some collections may have restrictions associated with them. This can be due to law, rule, or donor restriction. Visiting researchers are encouraged to inquire about any restrictions before securing their appointment.

Request for records must be made no later than 3:00 pm. The collection is closed for research after this time. However, researchers may continue viewing previously requested collections until 4:00 pm.

## **Archival Materials**

- Remove one folder from a box at a time and replace records in the same order as initially found. Do not rearrange files, if you think something has been misfiled please report it to the museum staff.
- Please do not mark the records in any way, or place objects on top of the records.
- Researchers are required to wear gloves when views negatives and photographs.

## **Copies and Scanning**

Copies and scanning is available for \$0.25 per page. The duplication of any collection item is performed by museum staff. Duplication is subject to the condition of the item. Any items deemed to fragile to duplicate will not be reproduced.

## **Wifi**

Guest wifi is available for visiting researchers. Please ask museum staff for the wifi name and password.