



Oregon State Archives

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RESEARCHER'S GUIDE TO THE OREGON STATE ARCHIVES

Parking: Parking at the Oregon State Archives is metered and the Archives staff are not able to provide change for the parking meters. Please bring an ample supply of change for the parking meters. For more information see [Parking, Hours and Exterior Views](#) online.

Hours: Open 8 a.m. to noon and 1 p.m. to 4:45 p.m. Monday—Friday (closed for lunch).

Check-in: When visiting the Oregon State Archives you will need to check-in with the receptionist in the Archives lobby. You will need to bring your Government issued photo I.D. (driver license, I.D. card or passport) or valid blue Reference Room Identification Card and present it to the receptionist when checking-in.

Registration: If this is your first visit to the Oregon State Archives you will fill out an Oregon State Archives Reference Room Registration Form. Once the form is filled out, the receptionist will issue you a blue Reference Room Identification Card to use for future visits. The cards are valid for one year but can easily be renewed if they expire by checking with the receptionist.

Records Use Form: The receptionist will give you a Record Use Form once you have finished registering or checking-in. **Do not write on this form.** The Records Use Form is your pass to get into the Reference Room. Be sure to give the Records Use Form to one of the Reference Archivists immediately when you enter the Reference Room.

Reference Room: Pens, food, drinks, coats and bags are **NOT** allowed in the Reference Room. Locker keys can be obtained for free from the receptionist if you need to secure items you brought with you. A complete list of rules for the Reference Room is included at the bottom of the Registration Form each visitor must fill out on their first visit. Patrons visiting the Reference Room are able to use any books on the book shelves in the Reference Room. Please ask the Reference Archivists if you have questions or require assistance.

Making a Request for Records: Be sure you have given your Records Use Form to one of the Reference Archivists. If you know the specific records that you would like to request you can

write the required citation information down (paper and pencils are provided at every table) and ask a Reference Archivist to assist you in retrieving the records. If you are not sure where to begin, ask a Reference Archivist for assistance. The more information you can provide them the better able they will be to help you. Try to be as specific as possible when requesting records. If you find a record citation either in the Oregon Historical Records Index or on microfilm, be sure to include the complete citation as the information that they will need, varies from record to record.

Waiting for Records: Once you have made your request, one of the Reference Archivists will retrieve the records for you. You are welcome to take a seat at one of the tables as they can bring the records out to you.

Using the Records: If the records you have requested are in boxes, the Reference Archivist will provide you with a place marker card to aid in keeping the records in order. Remove the file you want and put the place marker card in its place. It is important to keep the records in the same order they were in when you found them. **Please Do Not Rearrange The Records.** If you have questions regarding the arrangement of the records, notify one of the Reference Archivists.

Making Copies: The copy machines are self-service and copies cost \$0.25/page. The copy machines are not coin operated. You just count up your copies when you are done for the day and then pay one of the Reference Archivists.

Oversized Records: Many of the large volumes are heavy, awkward and fragile and care must be taken when copying them. If you need assistance in copying them please ask a Reference Archivist.

Maps, Blueprints & Drawings: Most of these records are too large to be copied on the copy machines unless they are copied in sections. However, the Reference Archivists can arrange to have these records sent out for duplication for a fee if needed. Contact a Reference Archivist for more information.

Photographs: When examining photographs, you must wear the white cotton gloves that the Reference Archivists will provide when they bring the photographs to you. The oils on a person's hands can permanently damage photographs. Please ask a Reference Archivist if you have questions regarding obtaining copies.

Finished For The Day: When you have finished looking at the records, please take them back to the Reference Archivists so that they can be re-filed.