

COUNTY of CAPE MAY
RITA M. ROTHBERG, COUNTY CLERK
DIANA L. HEVENER
DEPUTY COUNTY CLERK



Location:
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Cape May Court House
New Jersey 08210

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P.O. Box 5000
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SPECIAL COLLECTIONS ARCHIVES - RULES FOR VISITORS

General

- Patrons must register before using the Archives and are asked to provide suitable identification if being left unattended with a collection.
- Patrons must hang coats in designated area.
- Briefcases, envelopes, packages, etc., must be left in lockers or designated area.
- Small children must be supervised by a responsible adult at all times.

Access

- Use of the Special Collections will be consistent with applicable laws and regulations on access to information concerning individuals and institutions, including, but not limited to, P.L. 2001, c.404.
- To preserve delicate original records, patrons will use microfilm whenever available. Original records that have been microfilmed will be furnished only at the discretion of the archives staff.
- Requests for archival material will be presented on the request form to an Archives staff member.
- The Cape May County Archives reserves the right to deny further access to patrons who mishandle material.
- For complex or extensive requests, requestors are advised to make the request in advance of visiting.

Care of Materials

- Patrons should wash their hands before handling any archival materials. If necessary, patrons will be furnished with gloves to handle original documents.
- The use of pens to take notes is NOT permitted, to prevent accidental marking of documents.
- Smoking, eating and drinking are prohibited in the archival areas.
- All material must be handled with care. Marks may neither be added nor erased; tracings and rubbings are prohibited. Loose sheets and volume pages should be handled by their edges.
- All bound books and documents must be placed flat on the tables for reading. No books or documents or other objects are to be placed on top of original materials.
- Maintaining the exact order of material in a folder, and folders within a box, is of singular importance. If a mistake in arrangement is discovered, please call it to the attention of our staff. Do not attempt rearrangement yourself.
- When patrons have completed their work or anticipate leaving the document area for more than a few minutes, they must return all archival materials to a staff member.

Photo Duplication and Publication

- Patrons citing archival documents in publications should identify the documents in sufficient detail that they can be retrieved easily in the future by other researchers.
- Except for microfilm, visitors are not permitted to make their own copies of archival documents. Requests for duplication should be presented to an archives staff member. The Archives staff will copy documents if duplication can be performed without damaging the materials. Copies are for the researcher's own use and may NOT be further reproduced.