

Welcome to the Department of Preservation of Records, the Montgomery County Archives. The Archives preserves for consultation and study the documentary heritage of the history of Montgomery County. As with any institution which houses rare documents, there are certain policies and requirements for use of our material.

1. Hours of operation are posted on-site and online. No archival material will be pulled within 30 minutes of closing. All archival materials must be returned to Archives staff no later than 15 minutes before closing.
2. All researchers must have a current Researcher Registration form on file with the Archives. Registration forms must be renewed each year. A current photo ID (driver's license, school ID, or military ID) must be presented with the registration form.
3. All researchers must sign in at the reference desk upon entering and sign out upon leaving.
4. Only paper and pencils (no pens) or laptop computers are permitted in the reading room. Lockers are provided for researchers to secure all other belongings (including jackets, portfolios, bags, etc.) while in the reading room. Pencils and scratch paper are available at each reading room table. The staff reserves the right to inspect all research materials and personal articles before a researcher leaves.
5. All materials are to be used only in the reading room and cannot be checked out. The stacks are closed to the public. To request records or special collections speak with an Archives staff member.
6. Make sure your hands are clean and dry before handling materials. Gloves will be issued when handling photographs or other sensitive material.
7. No food, beverages, candy, gum, tobacco products, or similar consumables are allowed in the reading room.
8. In order to respect other researchers, please refrain from cell phone use and whisper when talking is needed.
9. The Archives may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
10. The staff will bring requested materials for the researcher's use, one unit at a time. Each unit will be checked in by the staff member before another is retrieved for use, and before the researcher leaves the area.
11. Handle materials with care. No marking or writing upon archival materials is permitted. Do not alter materials in any way. Use supports for bound volumes as needed. Maintain the existing order and arrangement of materials. Questions or comments should be directed to the reference staff.
12. When researchers are finished with their research, they should notify a staff member who will retrieve the materials.
13. In general Archives staff members are not able to conduct in-depth research on behalf of researchers.
14. Researchers should understand copyright if the material is used or referenced in papers, reports, or other applications not for personal use. The Archives does not assume responsibility for copyright review. In citing these materials, please cite the full name of the collection or the originating county office, collection identifier, and the archives. Example: *Adkins Family Papers, #2018.028, Special Collections, Montgomery County Archives, Clarksville, Tennessee* or *Probate Will Books, Office of the Clerk & Master, Chancery-001, Montgomery County Archives, Clarksville, Tennessee*.
15. According to Tennessee State Law (TCA 39-16-504), it is a Class E felony to intentionally destroy, conceal, remove, or impair the verity, legibility, or availability of a government record. Violators will be prosecuted.
16. Policy on Duplication
 - a. Reproduction by the Archives in no way transfers either copyright or property rights.
 - b. The Archives may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or Tennessee & county laws.
 - c. In some instances, the researcher may be asked to identify items they wish to have copied and leave a check for the amount required for copies and postage, if necessary. Copies will usually be available for pick up or mailed within seven days.
 - d. Researchers desiring copy services should request a supply of markers from the staff. Post-it notes may not be used and items should not be removed from folders or rearranged.
 - e. The Archives provides up to 5 free photocopy pages per visit and charges \$.15 per page beyond that. Copies sent by mail will also incur a charge for postage. Researchers may use their phones or cameras to take reference photographs for their own personal use. No use of a flash is permitted.
 - f. Reproductions suitable for publication can be purchased under the terms outlined in the Digitization and Reproduction Use Agreement and Order Form.