The James O. Hall Research Center at the Surratt House Museum is open to researchers by appointment only. If you wish to visit the Research Center in person to conduct research, please complete the form below and a staff member will contact you within 5 business days to set your appointment. Please note that appointment times are subject to staff availability, and we may not be able to accommodate all requests. Patrons unable to visit the Research Center during available appointment times may wish to complete a Research Services Request form.

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Researchers must abide by Research Center rules, including:

1. Library users must register in advance by completing the Researcher Registration Form and submitting a government-issued photo ID upon arrival.
2. Visitors must sign the Guest Book at every visit.
3. No materials may be removed from the Library, and researcher bags may be subject to inspection.
4. No food, beverages, or gum may be consumed in the Library.
5. Researchers must use pencils at all times. No pens or highlighters.
6. No more than 3 books or 1 archival box may be consulted at any given time.
7. Use the book pillow when viewing any bound volume.
8. Do not remove any books from the shelves yourself. Please ask the staff for assistance with accessing our materials.
9. Consultation of archival materials or photographs may require additional approval, and the researcher must be trained to handle such materials prior to use.
10. Photography or scanning of documents is allowed with staff permission only.
11. Use of a laptop computer is permitted.
12. Extremely rare or fragile materials may not be available.
13. If a researcher will be visiting the Research Center over multiple days within a 30-day period, staff may place the items being consulted on hold for the researcher.

Researcher Name: __________________________________________

Email Address: __________________________________________

Phone Number: __________________________________________

Mailing Address: __________________________________________
Research Appointment Request Form - Page 2

Institutional Affiliation (if any): ____________________________________________

Government ID# (and type): _______________________________________________

Staff is available Monday through Friday between 10am and 3pm. When would you like to come in?

________________________________________________________________________

Purpose of Research (select one):

___ Personal Interest ___ Genealogy Research ___ School/Project Research

___ Publication ___ Press ___ Other:

General Description of Research Project: __________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Material(s) Requested:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Additional Information:

Please provide any additional information that may be helpful, including any resources you have already consulted.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Acknowledgement:

I have read and agree to abide by the rules for using the James O. Hall Research Center research room and archival materials. I am aware that infringement of the James O. Hall Research Center rules may result in my being excluded from using the Archives.

I shall acknowledge the use of the James O. Hall Research Center at the Surratt House Museum in any publication which may result from my research through correct citation of sources.

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