

Rhode Island State Archives
337 Westminster Street
Providence, Rhode Island 02903
Phone: (401) 222-2353
Fax: (401) 222-3199
TTY: 711
statearchives@sos.ri.gov

Planning a Visit to the Rhode Island State Archives

An appointment is not necessary to conduct research but it is helpful to write or telephone in advance for guidance regarding in-depth research queries and projects.

Reading Room Policies

All researchers must sign in upon each visit. By signing in, the researcher acknowledges having read these guidelines and agrees to abide by them. In an effort to afford our patrons a comfortable working environment while also addressing preservation concerns for our historical materials, the State Archives asks you to abide by the following guidelines:

- Ink pens are prohibited. Pencils and personal computers are permitted in the Reading Room.
- Mobile phones are not permitted in the Reading Room.
- All bags, cases and purses must be secured in an available locker or left at the reference desk. Coats may be hung on the coat rack.
- Digital cameras used without a flash are permitted. Scanners and hand-held scanners are not permitted.
- Photocopying of documents will be done by a staff member only. We reserve the right to restrict photocopying due to preservation concerns.
- Please handle all documents with care. Marks may neither be added nor erased. Tracing and rubbing are prohibited. White cotton gloves will be provided and must be used when handling photographs. Please do not touch the surface of photographs.
- Eating and drinking are prohibited at all times in the Reading Room.
- Smoking is prohibited throughout the building.
- As a security measure, the State Archives reserves the right to inspect all personal articles taken into or being removed from the Reading Room.
- Please do not remove the Records Request Forms from materials delivered to you by staff members.
- Researchers are responsible for returning all materials to the appropriate Archives staff member. Materials may not be removed from the Reading Room.

- Please remove only one folder at a time from a box. Do not remove materials from folders. Use paper 'flags' available on the reading room tables to mark items for copying.