



Research Access Policies

The Edmond Historical Society & Museum (EHS&M) encourages the use of the Research Library and Museum collections while working to safeguard the condition of the documents and artifacts in our care. Visitors are free to drop in during research library hours, though patrons will be assisted on a first come first serve basis. Setting an appointment will facilitate the ability of the staff to better assist you in a timely fashion.

Visitors are asked to observe the following guidelines while working in the library:

- All researchers will be asked to sign-in when working in the library.
- No food, beverages, pets or unsupervised children are allowed in the library.
- Please use pencils only for note taking. Laptops are also allowed.
- Please do not photograph collection items without Library staff permission.
- Make no marks on materials.
- Do not place notebooks, papers or any other objects on top of materials
- Touch only the edges of materials and use the gloves provided when requested.
- Please report any damage or disarrangement of materials to staff.
- Access to and photocopying of collections may be restricted or denied at the discretion of the collections staff, as per EHS&M collection policy.
 - Photocopying of collection materials will be performed by staff only.
 - Photographic reproductions of materials in the collection are for personal research only and are not to be further reproduced or distributed without prior written permission from the EHS&M collections staff.
- Reproduction of materials, photocopy or scanning will be subject to the appropriate fees as outlined in EHS&M Reproduction of Collections Policy and Fees.

Access to collection items, including vertical file materials:

By Appointment only: (405) 340-0078