

Use of the Research Room and Records in the Office of the City Clerk and the Seattle Municipal Archives

The records held by the Office of the City Clerk and the Seattle Municipal Archives are open to the public and available for research use during business hours. These records are unique documents that detail governmental actions and activities. To protect these valuable resources, the following guidelines have been established for use and handling of records.

- 1) The Research Room is open from 8:00 a.m. to 4:45 p.m., Monday through Friday. The office is closed for all City holidays.
- 2) Records may be used only in the Research Room; they may not be removed from the Office.
- 3) Staff will retrieve requested materials from our closed stacks.
- 4) Records may be used only at the research tables.
- 5) A customer may use only one box at a time at the research tables.
- 6) Remove only one folder at a time from the box.
- 7) Records must be left in the order in which they are found.
- 8) Purses, briefcases, bags, and backpacks may not be placed on the research tables.
- 9) Food and drink are not allowed in the Research Room.
- 10) Only pencils may be used for taking handwritten notes.
- 11) Laptop computers are allowed at the research tables.
- 12) Digital cameras may be used (without a flash) to photograph records with the permission of appropriate staff. Scanners are not permitted in the research room.
- 13) If you would like photocopies or scans, use the paper tags provided to mark the documents; do not remove the documents from their folders.
- 14) Staff will make photocopies or scans for patrons, and will make every effort to supply the copies while the researcher waits. Large orders may require additional time and will be completed within five working days.
- 15) For other duplication needs, including higher resolutions of scans of photographs or large format items, please discuss specifications and costs with SMA staff.
- 16) Records created by the City of Seattle are considered in the public domain. Materials created by other individuals and agencies may be included in the records. Researchers must be aware of copyright and must assume full responsibility for clearing reproduction rights and for any infringement of copyright law.
- 17) Cell phone conversations (voice) are not allowed in the research room when other researchers are present.

By signing the registration page at the Office of the City Clerk, researchers understand and agree to abide by these Research Room rules.