



## REFERENCE SERVICES POLICY

Helen and Frank Risch Family Library & Archives

Welcome to the Dallas Holocaust and Human Rights Museum Library & Archives. The Museum's Library & Archives provides access to photographs, documents, testimonies, rare books, manuscripts, and artifacts while preserving them for future generations. To facilitate both access and preservation, we have implemented the following policies:

1. The Museum's Library & Archives materials are often fragile or are housed in a specific way. Therefore, the items in Museum's Library & Archives are stored in a secured vault and must be retrieved by the Archivist.
2. Patrons are invited to make a reference appointment with the Archivist. This will help us maintain the security of the collection and prepare for reference interactions ahead of time.
3. Once an appointment is confirmed with the Library & Archives, patrons must check-in at the Dallas Holocaust and Human Rights Museum front desk at the time of their appointment. All visitors to DHHRM will enter through a security vestibule. For more information, please review our visiting guidelines at <https://www.dhhrm.org/visit/visiting-guidelines/>.
4. During your appointment in the Library & Archives, the Archivist will be available to pull additional materials and conduct reference photocopying and scanning as per the Dallas Holocaust and Human Rights Museum [Photocopy and Scan Policy](#).
5. To protect the materials in the Dallas Holocaust and Human Rights Museum Library & Archives, patrons may bring only pencils, loose leaf paper, laptops and/or scanning equipment (including cameras and necessary attachments). Patrons may be asked to store their purse or large bag in a secure area, separate from research materials.

6. Researchers must cite all materials they use in publications. Please include the full name of the collection or item and of the Museum, for example:

- Photographs:

Title of Image [if available], Photographer [if available], Name of Collection, Frank and Helen Risch Family Library & Archives at Dallas Holocaust and Human Rights Museum, Dallas, TX 75202.

- Artifacts and documents:

Catalog Number (Accession number if multiple), Name of Collection, Frank and Helen Risch Family Library & Archives at Dallas Holocaust and Human Rights Museum, Dallas, TX 75202.

- Oral History:

Catalog Number, Oral History interview with (name), on (date), Oral History Collection, Frank and Helen Risch Family Library & Archives at Dallas Holocaust and Human Rights Museum, Dallas, TX 75202.

#### Preservation Policy Notes:

- An accidental mark with a pen is forever – use pencils only.
- Remove one folder at a time from a box.
- When looking through a folder, do not remove individual items from their original order.
- Do not trace over manuscripts or apply pressure onto manuscript or rare book materials.
- Do not leave books open and upside down, this will cause irreparable damage to the spine.