

Town of Brookfield
Municipal Records Committee
Archive Use Policy

The Brookfield Archives are available for on-site use by researchers, scholars, students and the general public according to the policies and procedures established here.

- There are no set hours for access to the Archives. The archival collection of documents, manuscripts, maps and photographs are available for use by appointment only. To schedule an appointment, please contact the Archivist at 603-522-3688, extension 212, or the Town Clerk at 603-522-3688, extension 201.
- Researchers and others are encouraged to request materials they would like to access at least one week prior to their visit. This will allow the archivist the time to pull the desired material in advance, maximizing the researcher's time. Some material may not be available without advance notification. The Archivist will maintain a log of all visitors using the archive, and the material provided for their use.
- Researchers and others do not have direct access to the vault collections. The archivist will pull all requested material. With a request for multiple items or folders, one item or folder will be provided at a time. The researcher is requested to keep the original arrangement of the contents of the folder intact. The archivist or designated town representative will remain in the research area during the entire visit, for both security and assistance purposes. Belongings may be subject to search upon departure.
- The archive collections are permanently retained in the town vault, and materials may only be used in the research area. Eating, drinking or smoking is not permitted. Depending on the specific collection material to be used, protective cotton gloves may be required and will be provided by the archivist. Tracing material is not allowed. Only pencils may be used; neither pens nor self-stick notes are permitted in the area.
- The only personal items allowed within the research area are laptops, tablets, cell phones, cameras and any accompanying power cords. All other materials (back-packs, purses, briefcases, coats, computer bags, etc.) will be left in the common office.
- Researchers must obtain permission to publish items from the archive collection and properly cite all materials used in any publications. This includes online, or digital publications. Visitors using unique historical, genealogical, or archival materials, as opposed to public documents, will be required to read and sign a publications agreement.

Use of archival photographs in any publication may include a nominal fee as well as a signed permission form.

- Photocopying is available through the archivist at a fee per sheet according to the town fee schedule at the time of copying. Visitors will complete a photocopy request and will sign a copyright statement. Sizes for photocopying range from standard letter size (8.5 x 11 inches) to ledger (11 x 17 inches), only in black and white. Digital images (scans) may be available at cost per image according to fee schedule. The researcher may use a phone camera or other camera for reproduction of documents, preferably without a flash. The researcher may also bring their own scanning device; all materials may not be available for scanning depending on the device. Requests for reproduction of material can be refused by the archivist if the material is deemed too fragile. Cash and check are the only acceptable means of payment.
- Visitors agree to hold harmless the Town of Brookfield, its officials and employees, from and against any and all claims and actions that may arise out of their use of the archive collections.
- The Town of Brookfield reserves the right to impose other regulations or restrictions it judges suitable in any individual situation.
- There is no fee for the use of the Brookfield Town Archives or the time of the Archivist. Donations to the Town are happily received.

Adopted by the Brookfield Board of Selectmen on the 7th day of November, 2023.


Richard Zacher

Brian Robischeau


Edward Gauthier

Approved 11/7/2023