

Research Policy

The Windsor Vermont Historical Association (WVHA) maintains an archive and library of materials pertaining to the history of Windsor. We are pleased to share those materials with the public by appointment when the condition of the materials and board/member time permits.

Research Visits

Appointments should be made a minimum of two weeks in advance via email: wvha1777@gmail.com

- If you know what you'd like to look at, let us know.
- If you're not sure what you need, we can help you identify materials and set up an appointment for a later date.

We are a small, volunteer-based historical society with a limited budget. Our board and members will try to accommodate your request, however at certain times their availability will not allow for research appointments.

Research consulting is available. A \$45 per hour fee applies for dedicated board/member research time. Minimum of 1 hour. Students and non-profit organizations may be exempt. Decisions will be made on a case by case basis.

All research will be conducted diligently, but there is no guarantee that it will produce results. Fees still apply even if there are no results.

Protecting our Resources

- All bags must be stored away from the research table.
- Food, drink, and chewing gum are not permitted.
- Please use pencils. Items that may accidentally damage library materials, such as pens and markers, are not permitted.
- Laptop computers, cell phones, loose paper, and other research supplies are welcome. Please declare all personal research materials with WVHA.
- For manuscripts and documents, please keep only one box open at a time and remove only one folder at a time.
- Materials must be treated gently.
- If you choose to take photographs:
 - Take still, non-flash photos only.
 - These photos are solely for research purposes or to share for non-commercial use, such as blogging or other social media.
 - If you share these images online, you will cite Windsor Vermont Historical Association as the source and not alter them.
- Please do not mark or alter in any way books, documents, or other items from the collections.