

Access

NGM strives to make the archives, manuscript collection, and library available and useful for scholarly research in history and other disciplines. The NGM collection is available to scholars and the public for research purposes except where restricted. Procedures and rules for public access are intended to balance the demands of patron access with responsible practices that support the long-term preservation of the objects. As such, all researchers shall be granted reasonable access in accordance with procedures necessary to safeguard the materials and restrictions imposed by available study space and staff time. The NGM archivist and volunteers are responsible for managing public access to the collections and reserve the right to control or restrict access if, in their best judgment, the safety of the objects will be compromised in any way.

Location, Hours and Usage Guidelines

- The NGM archive is housed located at: 219 S. Cheyney Road, Glen Mills, PA 19342. It is open by appointment only. Please contact 610-459-2359 or email info@newlingristmill.org to make an appointment.
- The NGM/Newlin Grist Mill library is a non-circulating library.
- All researchers must sign in for each visit and are required to abide by library's rules and regulations.
- Researchers may access collection materials through finding aids and other search materials provided. Collections that are not catalogued are not available for use.
- Researchers may have access to materials available on the main floor of the Dabbs Woodfin Memorial Library. Only Newlin Grist Mill staff and volunteers are authorized to remove material from storage areas.
- Members of the general public are not permitted to enter library storage areas unless accompanied by an authorized member of Newlin Grist Mill staff, who must be present at all times.
- No food, beverages, or smoking are permitted in the library or storage areas.
- Access to library and archival materials is provided at the discretion of NGM archivist and designated staff. Researchers must follow their guidance with regard to appropriate handling of materials.
- Library collections staff reserve the right to take appropriate action if guidelines are not followed or inappropriate or destructive behavior is observed.
- A fee schedule for photocopies and other methods of duplication will be maintained.

Requests for Materials (photocopies, scans, mailings, etc.)

Requests for photocopies and scans may be submitted via the Request for Materials form. This form may be emailed to info@newlingristmil.org or mailed to 219 Cheyney Road, Glen Mills, PA 19342. Request for materials will be processed on a first come, first serve basis. Because the NGM archives have a limited staff, it may take up to one month to process materials request. A schedule of fees will be maintained by the NGM archivist with changes approved by the archives committee. At this time, off-site research requests are not granted.

Permission to Publish

No photographic, digital, or replica reproduction is permitted without the written permission of NGM. Reproduction and publication permission requests must be submitted in writing to the NGM archivist. NGM reserves the right to collect fees and control the use of its items as may be deemed appropriate and lawful. A schedule of fees will be maintained by the NGM archivist with changes approved by the archives committee. In the event that NGM does not hold the copyright to certain materials, permission to publish must come from the owner of the Copyright. NGM shall have no obligation to obtain this information with requests to publish.