



Midwest Genealogy Center Archives Guidelines

Welcome to the Midwest Genealogy Center Archives. Please read this document and note the following guidelines:

- Finding aids and indexes for archival collections can be accessed at MGC's website
- Archival materials do not circulate and may only be used at the specified archival tables (located on the 2nd floor)
- Complete the MGC Archives Access Sheet and hand to a staff member
- Please wash your hands before you handle any of the archival materials and after any food breaks
- If you plan to use large amounts of materials, please contact the archivist
- Use pencil only! Pens can damage archival materials.
- Handle materials with care. Do not apply pressure on the materials such as tracing, writing, or leaning on them.
- Please keep the order in which collections are placed within folders and boxes. Use "Space markers" when removing folders or files from a box and please remove only one folder or item at a time.
- If you would like photocopies, please see a staff member
- Black and white copies are 10 cents
- Color copies are 50 cents
- Scanning is free – provide your own flash drive or purchase one for \$6 at Information Desk