

## WHAT YOU SHOULD KNOW ABOUT ACCESSING OUR ARCHIVES

The Historical Society of Old Yarmouth welcomes the use of our Library and Archives by scholars, researchers, and genealogists. Our staff, however, is quite limited and we rely mostly on volunteers to assist researchers. Whether you intend to visit in person, or contact us by mail, please read the following guidelines carefully to ensure success.

### IF YOU PLAN TO VISIT

The Historical Society of Old Yarmouth Library & Archives are located at the Gorham Cobbler Shop located next to and behind the Yarmouth Port Post Office on 6A and are open to the public on Tuesdays 11 am - 4:30 pm and Thursdays 10 am – 3:30 pm. A phone call to **508-362-3021** and/or email [info@hsoy.org](mailto:info@hsoy.org) is absolutely essential to plan your research visit. With advance notice, we can be certain we have materials that you might be looking for, and we can also ensure the presence of a volunteer to assist you. In certain circumstances an appointment must be made if extensive research is involved.

- Bring as much relevant information with you as possible. If you are researching a house or family, then bring all of the names, dates, and addresses that you have available.
- Researchers must sign in and out of the Cobbler Shop and be willing to provide name, address, and identification.
- Coats, bags, and other belongings are to be left in a designated area.
- Food, beverages, and smoking are prohibited in the Cobbler Shop.
- Staff will retrieve all materials. Researchers are not allowed in the Archival Storage area.
- Researchers may have only one box of materials at a time. Care must be taken to ensure that materials within boxes and folders are kept in order.
- White cotton gloves must be worn when handling photographs and fragile archival items.
- Pencils only are to be used for note taking.
- Materials do not circulate. Items are not to be removed from the Cobbler Shop.
- Manuscripts that are reproduced, quoted, or cited, will be credited as “[name of the collection], Historical Society of Old Yarmouth.”

### IF YOU PLAN TO MAIL A QUERY

We are happy to accept your query by mail and, in fact, with a small space and a small staff, this is sometimes the preferred method.

- Be specific about what information you are trying to obtain.
- Please provide us with as much information as possible. For instance, if you are researching your genealogy and you need information on William Crowell, then you need to tell us what you know about William Crowell, his wife, children, occupation, and any dates associated with him. As in most New England towns, names are used repeatedly generation after generation and there may literally be dozens of William Crowells.
- You may expect a response in about four weeks.

Currently, we do not charge for researching a query. We will bill you for any associated photocopying at 25 cents per page and will include the bill in your response. **Donations, however, are gratefully accepted and help us to continue to care for and expand our holdings.** Donations are accepted by mail or [Paypal](#) (no Paypal account is needed)

**You may contact us by e-mail at [info@hsoy.org](mailto:info@hsoy.org) or mail us at:  
HSOY, P.O. Box 11, Yarmouth Port, MA 02675.**

**INFORMATION SHARING** If you have compiled genealogy on a Yarmouth family or researched a business, ship, or any subject relating to this town, then we would love to know about it. We will be happy -- and grateful -- to place a copy of your research in our Library & Archives and add it to our expanding body of information about Yarmouth.

Please contact us!