

Research at the Presbyterian Historical Society: Philadelphia History: Architecture and Planning (CCP ADC/History 176, Fall 2019)

Things to know before you arrive

PHS is open for research Monday, Tuesday, Thursday, and Friday, 9:00am to 4:00pm, and Wednesday 12:00pm to 7:00pm. Note the following exceptions:

- Fri., Sept. 20, we will be closed for a board meeting
- Mon.-Wed., Oct. 28-30, we will be closed for a staff retreat
- Thu.-Fri., Nov. 28-29, we will be closed for Thanksgiving

Please see the “Plan Your Visit” section of our website (<https://www.history.pcusa.org/plan-your-visit/>) for information about getting here by public transportation or car.

Before you begin your research, we will ask you to fill out a patron registration form and a digital camera use form, review our reading room policies (on the back of the patron registration form), and show us a photo ID (CCP student ID, driver’s license, state ID, passport, or green card, for example). You can print these forms from the CCP Student Information page on our website, or we can give you copies when you check in with the reference archivist in the reading room.

Registration forms, tips for searching our catalogs, and this handout can be found at:
<https://www.history.pcusa.org/ccp-student-information>

You are encouraged to look over our website: www.history.pcusa.org. You will find online databases and lots of information about the history of the Presbyterian Church that may be useful in your research.

Research appointments

Students are requested to make research appointments by contacting:

Jenny Barr
jbarr@history.pcusa.org
215-928-3863

Please leave the following information:

- your **name**
- the **date** and **time** you would like to come
- your **research topic**
- an **email** or **phone number** I can use to reach you

I will reply as quickly as I can to confirm your appointment. If you are unable to make your scheduled appointment time, please let us know as soon as possible.

When you arrive at PHS

When you first arrive, please sign in at the reception desk. After you sign in, find an open locker (on either side of the front door) and put away coats, hats, bags, purses, food, and beverages. Hold on to the key while you are doing research in the reading room, and leave it in the locker when you are finished for the day.

What you may bring into the reading room:

- computers (please silence audio)
- phones (with ringer silenced)
- headphones
- notebooks
- paper
- pencils

What you may not bring into the reading room:

- bags, purses, and backpacks
- coats and hats
- bottles of water, cups of coffee, or other beverages
- food of any kind, including candy and cough drops
- pens, highlighters, sharpies, or post-it notes

Please check with the reference archivist on duty in the reading room if there are other materials you would like to have with you while you do your research.

Getting started with your research

Next, you will check in with the reference archivist on duty in the reading room. Tell the archivist your name, that you are a CCP student, and what class you are doing research for. We will ask for your registration and digital camera use forms, and ask you for a photo ID (CCP student ID, driver's license, state ID, passport, or green card, for example).

If you bring a friend or study partner with you, they will be asked to fill out a registration form and show a photo ID.

The reference archivist will give each enrolled student a \$10 travel reimbursement. Note: we can only give one travel reimbursement per student per semester.

We will have some materials on reserve at the reference desk for the class. Tell the reference archivist which site you are researching, and they will help you fill out a call slip to request the reserve materials for that site.

The reference archivist will give you the items you have requested, which you will take to a table in the reading room. Keep in mind that many items in our collections are old, rare, and sometimes quite fragile. Please handle them with care. The reference archivist may give you specific handling guidance for some items.

You are strongly encouraged to search [Calvin](#), [Sheppard](#), [Pearl](#), and the card catalog for additional material. Please don't hesitate to ask the reference archivist on duty for help searching the catalogs and filling out call slips to request items.

We have Wi-Fi available for researchers. The service is called "Quick Fish" and the password is posted in the reading room.

When you're done for the day

When you are done looking through the collection materials, make sure all items are returned to the reference archivist at the counter and let us know you are done for the day. You are welcome to come back as often as you want for further research. It is helpful if you let us know when to expect you.

Please let us know if there's anything you need help with. It is important to us that you have a successful and interesting research experience here at PHS!

If you have any follow-up questions about your research, please email jbarr@history.pcusa.org, or the general reference email account at refdesk@history.pcusa.org.