

Research at the Presbyterian Historical Society: Philadelphia History: Architecture and Planning (CCP ADC/History 176, Spring 2020)

Information for individual research visits

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:

- Mon., Feb. 17, we will be closed for Presidents Day
- Fri., Mar. 6, we will be closed a staff in-service day
- Fri., Apr. 10, we will be closed for Good Friday

See the “Plan Your Visit” pages of our website (www.history.pcusa.org/plan-your-visit). Here you’ll find information on our open hours, getting to us by car or public transportation, and reading room policies. The reading room policies are also printed on the back of the patron registration form.

Look over the other sections of the website. You will find online databases and lots of information about the history of the Presbyterian Church that may be useful in your research.

Registration forms and other resources for CCP students can be found on our website at:
<https://www.history.pcusa.org/ccp-student-information>

Before you request any collection materials, please fill out the patron registration form and the digital camera use form. You can print these from the CCP Student Information page, or we can give you copies when you check in with the reference archivist in the reading room. We will ask you for a photo ID. Valid ID types include your CCP student ID, a driver’s license, a state ID, a passport, or a green card.

If you are traveling by car, we have parking available next to the building, accessible from Fifth Street. Please look for a spot in the outer lot first, but if those are all filled you may park in the inner lot. Please note that we lock the gates to the inner lot at 4:30. If both lots are filled, you can find on-street parking, or use the parking structure at 2nd and Lombard (entrance is on Lombard).

If you have any questions about getting here or the reading room policies, please ask!

Research appointments

Students are requested to make research appointments. Please contact:

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**
- a **phone number** or **email** 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, please find an open locker (on either side of the front door) and put away coats, bags, purses, food, and beverages. Keep your ID with you – we'll be asking to see it. 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 ask 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.

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.

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 confirm that we have registration and camera forms for you. Please note that if you have not yet filed out the patron registration form and digital camera use form, we will ask you to do that before you begin your research, and we will ask to see 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 may ask you a few questions about your research to help you locate materials pertinent to your project.

You may request collection materials for your research by filling out a call slip with:

- the item's **call number**, **title**, and **author**
- **volume** or **box number** (if relevant)
- your **name**
- the **class number** (CCP ADC 176)
- and the **date**

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 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.

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

We will be happy to help you search our catalogs and databases for additional primary and secondary sources pertinent to your research topic. You are welcome to request any materials in our holdings. You will make those requests using call slips.

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 more research. It is helpful if you let us know when you 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.