

# Research at the Presbyterian Historical Society: Religion in American History (RS/Hist 170, 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:

- Mon.-Wed., Oct. 28-30, we will be closed for a staff retreat
- Thu.-Fri., Nov. 28-29, we will be closed for Thanksgiving
- Fri., Dec. 6, we will be closed for a staff in-service day

See the “Plan Your Visit” pages of our website ([www.history.pcusa.org/plan-your-visit](http://www.history.pcusa.org/plan-your-visit)) for information on our 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 ([www.history.pcusa.org](http://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.

Context documents, registration forms, and this handout can be found at:

<https://www.history.pcusa.org/ccp-student-information>

For those of you 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 will need to look for on-street parking, or use the parking structure at 2<sup>nd</sup> and Lombard (entrance is on Lombard).

## Research appointments

Students are requested to make research appointments by contacting:

Jenny Barr

[jbarr@history.pcusa.org](mailto: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** where you can be reached

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, 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 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 them your name and that you are a CCP student. We will confirm that we have registration and camera forms for you, and we may ask you a few questions about your research. We will help you determine which document set you would like to see. Please note that if you did not previously fill 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.

You will request the materials for your research by filling out a call slip with:

- the **title of the document set**
- your **name**
- the **class number** (CCP History 170)
- and the **date**

The reference archivist will give you a call slip; additional call slips are available on all of the tables in the reading room.

CALL SLIP	
Call Number:	_____
Box/Volume Number:	_____
Author:	_____
Title/Collection Name:	<i>Mission to Native Americans</i>
Publication Date:	_____
<ul style="list-style-type: none"><li>• Complete one slip for each book, pamphlet, or manuscript item.</li><li>• Up to four boxes may be requested from any processed archival collection.</li><li>• Multiple call slips may be submitted at any time.</li></ul>	
No materials will be pulled from the stacks after 3:45 pm. All materials must be returned to the reference desk by 4:15 pm.	
Patron Name:	<i>Cheryl Johnson</i>
(please print)	_____
	<i>CCP History 170</i>
Date:	<i>10-29-2018</i>
 <div>425 Lombard Street Philadelphia, PA 19147 <a href="http://www.history.pcusa.org">www.history.pcusa.org</a></div>	
Staff initials:	_____
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The reference archivist will give you the items in your document set, which you will take to a table in the reading room. Keep in mind that these materials 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. The reference archivist will give you instructions you may need for requesting items using a call slip.

## **When you're done for the day**

When you are done looking through the materials in your document set and secondary sources, make sure all items are returned to the reference archivist at the front 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, but we ask that you contact us to make appointments for your return research visits.

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](mailto:jbarr@history.pcusa.org), or the general reference email account at [refdesk@history.pcusa.org](mailto:refdesk@history.pcusa.org).