



PLANNING YOUR VISIT

We look forward to welcoming you to the CRHC! To make the most of your time on site, please take a few moments to review the following points.

➤ ***Before your visit:***

- You can search the center's [online database](#) to determine whether we have materials related to your research. Please keep in mind that the database is an index of the documents and photographs that have been accepted and recorded to date; some collections require extensive processing before they are findable online..
- If you find materials that may be relevant, note the catalog number of each of the files that you would like to view. This number is typically in the form YYYY-NNN--NNN (for example, **2019-041-001**). At least one day before your scheduled visit, please email the list of catalog number(s) to **contact@crhcarchives.org**. This enables us to pull those files and have them ready when you arrive.
- The center is located in the basement at 900 Barton Street; please advise us before your visit if you need to access the elevator.
- Parking spaces are available on Barton Street or in the designated "CRHC" spaces in the Maury Commons lot across Barton Street from the Fredericksburg Area War Memorial Park. Handicapped accessible parking is available in the parking lot behind Maury Commons.

➤ ***When you arrive:***

- Please sign the visitors' register each time you come in.
- To preserve the condition of the collections, please do not bring food or drink in the center's spaces. Use pencils for taking notes.
- Wash hands before viewing documents, photographs or books. Restrooms are available--please ask the staff for directions.

➤ ***During your visit:***

- You are welcome to consult anything in the library and the Caroline County roller shelves; our archival collection stacks are closed and center staff will retrieve all other materials for you. Once the files have been retrieved, you will be able to examine one folder at a time. (Please ask the staff if you would like to view the *Free Lance Star* bound volumes; they are extremely heavy and very fragile.)
- Copies are available upon request for a modest charge. A price list is available.