



Central Rappahannock Heritage Center

PLANNING YOUR VISIT TO THE HERITAGE CENTER

Search the Heritage Center Online Database prior to your visit at: [CRHC ONLINE DATABASE](#). Keep in mind that the database is basically an index of the documents and photographs that have been archived into the database. Not everything has been archived. It is an ongoing process that is updated frequently.

Write down the catalog number of the files that you would like to view. Email the catalog numbers to Diane Ballman at dballman@crhcarchives.org or John Reifenberg at jreifenberg@crhcarchives.org no later than the day before your scheduled visit. This enables the staff to pull those files and have them ready when you arrive.

No food or drink is allowed in the Heritage Center archives.

NO INK PENS. Only pencils are allowed in the Heritage Center.

Please sign in at the desk.

Wash hands before viewing documents, photographs or books.

You may view anything in the library and the Caroline County Roller Shelves. Anything else must be retrieved by the staff.

Once the documents have been retrieved, you will be given one folder at a time for examination.

Copies are available upon request. A service charge is included. A price list is available.

Please ask the staff if you would like to view the Free Lance-Star Bound Volumes. They are extremely heavy and very fragile.

To view any other original newspapers, permission must be obtained by the Collections Manager, John Reifenberg.

Absolutely no photography of any kind. No cellphone photography.

Staff only in the collection stacks.

Restrooms are available. Please ask the staff for directions to the restrooms.

Please advise the staff before your visit if you need to access the elevator.

Parking is allowed on Barton Street or in the designated "CRHC" parking spaces in front of Maury Commons.

Handicap parking is available in the parking lot behind Maury Commons.