

## RESEARCH APPOINTMENT GUIDELINES

I recommend that before you finalize your plans to visit the Command Museum's reference center you contact me, either by phone @ 619-524-6720 or via email, [ellen.guillemette@usmc](mailto:ellen.guillemette@usmc) to announce your plans to conduct research here. I prefer emails because they allow us both to document the transaction.

In your initial contact provide the time frame, both date and time of day, that you would like to come and clearly state what information you would like to find or what resources you would like to use. This is a vital first step to take, especially for those who are not local residents.

**First**, if we do not have or are reasonably sure that we the resources you will need, you will not be able to make an appointment.

**Second**, I am not necessarily going to be available when you would like me to be. I am tasked with other responsibilities and may not be able to break away to assist drop-in researchers. The Reference Center is closed when I am not in the office.

**Third**, significant changes have been made to obtaining access to the depot. If neither you nor any other members of your party possess one of the types of identification recognized by the Department of Defense (active-duty or retired military or a Department of Defense Civilian Employee), or Veteran ID, you will have to obtain a visitor pass from our Provost Marshall's Office. On average, three to five business days are required to process a background check. If, during this check, you or any members of your party are found to have active warrants, you will be denied access to the base. Researchers who just want to drop in and do not have valid identification are more than likely to be turned away. Once we have settled on an appointment day and time, I will ask you for the information the Provost Marshall's Office needs to run the background checks and put in a request for a guest pass.

**Fourth**, by letting me know what you are hoping to accomplish on your visit, I can let you know if we have the resources which may contain the information you are looking for. Keep in mind that we do not have, nor do we have access to, individual service records, unit operational records, complete biographical files or organizational records. If the information you want to find, if it was created at all, and/or if it still exists, is located in these resources, you will have to contact other repositories to request it. If you already know which resources you would like to use, I can have them ready for you.

Be sure to read the MCRD Museum Reference Center Guidelines before your appointment. You will be expected to comply with them. And finally, please be on time for your appointment. If your appointment is for 1000, it is not for 0930 or 0945. It is also not for 1015 or 1030. I reserve the right to postpone an appointment

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until the scheduled time if you arrive too early and to cancel an appointment if you arrive later than 30 minutes and have not notified me of your delay.

### **GENERAL RULES**

Reference Center resources are reference-only. Materials can only be used in the Reference Center, only during hours of operation and may not be borrowed or removed from the Reference Center.

For security reasons and because some of our collections contain PII or are FOUO, patrons are not permitted to browse through the collections. The historian will bring requested materials to you. Patrons will be limited to one item or folder at a time and will be required to sign for each item or folder they are using. Before requesting additional materials, all signed-out materials must be returned. Patrons will not reshelf the materials themselves.

All personal belongings will be placed away from the reference table.

Pens, highlighters and pressure sensitive notes are not allowed. Notes may be taken on single sheets of paper or in a note book. Pencils will be supplied.

Patrons may use the copier to photocopy a limited number of pages. Manuscript materials cannot be placed in the document feeder. Each sheet must be copied individually. If items are in poor or fragile condition they cannot be photocopied. If a large number of copies is anticipated or the original is larger than letter- size, patrons will have to supply their own paper.

Patrons may bring their own cameras, computers or scanners. If items are in poor or fragile condition they cannot be scanned. Tripods and camera stands are not permitted.

Patrons must provide their own DVDs, or flash drives.

**No food or beverages may be consumed in the reference center.** There is a drinking fountain down the hall and an area in the PX where food may be eaten. **No smoking or vaping.**

**Cell phones must be silenced and no calls can be made or taken in the reference center.**

The Depot's Animal Policy permits service animals required because of a disability and which have been specially trained to assist with that disability, but **pets and emotional support animals are not allowed.**

**We reserve the right to ask patrons to leave if rules are not followed.**