

SOMERSET COUNTY HISTORICAL SOCIETY VAN VEGHTEN HOUSE

Welcome to the historic circa 1725 Derrick Van Veghten House. Please read through our research policy before beginning your research.

HOURS:

The library is open every Tuesday from 12 noon to 3 p.m. and the 2nd Saturday of each month from 12 noon to 3 p.m., except for major holidays. Alternate arrangements may be made at the discretion of the society's librarian or archivist. If traveling from out of the town, please call or email prior to your visit to confirm we are open. Prior notice of your visit will also allow us to confirm we have materials relevant to your research.

REGISTRATION:

Upon arrival at Van Veghten House, please sign in at the front table with your name, place of residence including zip code, and the subject of your research. The library is on the second floor to the right.

RULES:

1. Hang your coat and personal items on the hooks on the library door. Tote bags, computer cases, etc. may be placed on the shelves under the window. Just keep with you the materials essential for note taking.
2. Pencils only may be used in the library. No pens, markers, etc. are permitted. Laptop computers and tablets are welcome. *Scanners are not allowed.*
3. To protect our historical materials, no smoking is allowed in the building. Eating and drinking are prohibited on the second floor.
4. Our volunteers will assist you with finding appropriate materials to begin your research. Visitors are allowed in the library, or other designated research area, only. Materials needed from other areas will be retrieved by a library or archives/manuscripts volunteer.
5. All library/archival materials must be handled carefully; use only one folder at a time and keep the papers in their existing order. Do not place books or volumes face down or stack open books on top of each other. Do not lean or press on archival materials. Do not trace maps or other records. A supply of nitrile gloves is available; please use gloves, if you are asked to do so.
6. No library/archival materials may be removed from the library.
7. Please leave library books on the table when done. Do not re-shelve. All other materials should be returned to a volunteer.

PHOTOCOPYING:

Unless restricted or protected by copyright conditions, photocopies of library material will be supplied for research purposes at the rate of 20 cents per page for members, 20 cents per page for non-members. A library volunteer will photocopy the materials for you. Archival materials other than bound volumes and photographs may be *photocopied* at the discretion of the librarian or archivist. Researchers have the option of using a digital camera *without flash* to copy archival materials and bound volumes. No photocopies or digital photos of archival photographs are permitted. Should there be the need, researchers can request that the society create a digital replica done to archival standards for them. The fee is \$10.00 per image.

Researchers are advised that it is their responsibility, not the historical society's, to obtain copyright clearance to publish or otherwise reproduce or distribute archival material. Information about copyright law is available for you to read; please ask for it to familiarize yourself with current legal practice.

If publishing material from the archives, please credit the Somerset County Historical Society.

Example:

John Smith, obituary. Somerset Messenger Gazette (Bridgewater, N.J.) 12 June 1958, p. 6. Accessed at Somerset County Historical Society, Bridgewater, N.J., 22 Nov 2015.