

# HISTORIC Preservation Office Visitor Guidelines

1. GeoWeb is the primary online GIS mapping source for the State & National Register resource files:

<http://www.nj.gov/dep/gis/geoweb splash.htm>

Remote access to this online mapping system is used in combination with the current listing

link on the HPO website: [http://www.nj.gov/dep/hpo/1identify/nrsr\\_lists.htm](http://www.nj.gov/dep/hpo/1identify/nrsr_lists.htm)

2. Paper USGS Quads have not been updated since 2010, though they are still available for use. Please do not remove from the plastic sleeves while copying.
3. Use of cultural resources reference material at Historic Preservation Office (HPO) is self-serve. Once trained, visitors may anticipate sharing use of reference material and copier with HPO staff.
4. Prior to first use of resources, training is required and available once a month, usually the first Thursday of the month. Please, call 609-984-0176 to make a file-review training reservation.
5. Once trained, please call ahead for reservations: 609-984-0176. Upon arrival, if visitors do not have an appointment, they will be asked work around those with appointments. If plans change, please call the HPO before reserved time slots to free the space for other visitors.
6. All-day/half-day appointments are available between 9am-4pm three days a week. A special one hour visitor slot is available for those who need an hour or less (please see times below).
7. Upon arrival at the HPO, please complete the Check IN/OUT sheets in the hanging organizer. During visit, forms are kept here. You may also take five (5) red plastic sleeves.
8. Seating is not guaranteed. Visitors are asked to use the map case for research space.
9. OUT-card paperwork is filed alphabetically by last name in the visitor seating area. Visitors are asked to access and re-file OUT card papers without staff assistance.
10. At the end of one's visit, please re-file OUT card paperwork, return the red sleeves to the hanging organizer, and hand staff the signed Check IN/OUT page.
11. If no copies were made, please add a zero (0) to the table. For those who need to pay for copies, enter the copy charges in the table and make out check payable to "Treasurer, State of NJ." We ask that two (2) copies of the form with the check are made. Please turn in one (1) copy with the original form with check.
12. If payment is not made at the time of copying, the copies will be held until payment by check is received, per the contract with the State Treasurer.
13. When pulling HPO collection material, please pull the entire hanging folder or binder, not just individual pages or folders. Mark one's place in map drawers, on shelves, and in file drawers with the red plastic sleeves, naming/dating the material on the OUT card paperwork.
14. Access to HPO Project Review Files requires staff assistance. Researchers may not access these files independently.
15. Use of cell phones is not a problem. To avoid disturbing others, please keep with you at all times.
16. Please ask staff for assistance, especially when material appears to be missing.

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Morning appt 9:00-12:30

Afternoon appt 12:30-4:00

Quick Check appt 8:00-9:00 - cannot be combined with all-day appt