

## Research Request Procedures

1. Individuals interested in conducting research on or about Milton Hershey School may be asked to submit a written proposal to an internal MHS Institutional Review Board (IRB) describing the purpose and methodology of their research as well as how the information is to be used before proceeding.
2. In keeping with generally accepted archival practices, archival materials are restricted to on-site use only. Users, without exception, are not permitted to borrow materials or to take materials off-site.
3. The department encourages requests and visits from both school researchers and guest researchers in accordance with guidelines and protocols developed in consultation with the MHS Office of General Counsel. The department reserves the right to determine and/or limit and/or refuse access to any photograph, document, or other archival image or collection on a case-by-case basis at the discretion of the director of school history and, if necessary, in consultation with the Office of General Counsel.
4. A school researcher is any individual associated with the school as a currently enrolled student or currently employed faculty, staff, or administrator. A guest researcher is any individual not currently associated with the school. This category includes alumni and retirees as well as individuals with no previous association with the school.
5. Our preferred method of research is in-person; however, staff will respond to brief research queries on behalf of researchers unable to visit. The department reserves the right to refuse any request deemed to require an unreasonable amount of staff time to complete. While school researchers are given primary consideration, every effort is made to accommodate the needs of alumni and retiree guest researchers before those not associated with the school. Alumni and retirees are not charged for time and/or materials used in conducting research unless undue burden is placed on staff, an excessive amount of materials are used in conducting research, or previous arrangements have been made.