

## Office of the Hingham Town Clerk

### Regulations for Public Use of Historical/Genealogical Records

#### Where and How to Access the Records in the Hingham Town Clerk Office

1. Patrons can access such records in the Town Clerk Office on the first floor of the Town Hall located at 210 Central Street in Hingham. A research room is available in the Office for patron use. Currently, the research room is generally open during the following days: Tuesday, Wednesday and Thursday.
2. Patrons are advised to call (781) 741-1410 or email [townclerk@hingham-ma.gov](mailto:townclerk@hingham-ma.gov) to make an appointment. This will ensure there is a staff member available to assist in the research process and to search for records in advance of the patron's arrival.
3. The weeks before and after an election and the annual Town Meeting are especially busy for the Office and therefore it is unlikely assistance would be available during those weeks.
4. Individuals who wish to use the records of the Office are required to fill out and sign a Historical/Genealogical Research Request Form and show a photograph ID.
5. We request that patrons wear a mask while conducting research in the Office and research room.

#### Reproductions of Historical/Genealogical Records

1. Photographs, photocopies, and scans of materials cannot be taken without the permission of the Town Clerk or her designee.
2. For information on the cost of reproductions or certified copies, please see our fee schedule.

#### Use and Handling of Historical/Genealogical Records

1. No materials may be taken out of the research room without the permission of a staff member.
2. Patrons may not write on any materials or trace them.
3. All materials must be placed on the table; not in the patron's lap or propped against the edge of the table. In some cases, gloves may be required.
4. All materials must be returned to their proper folders and boxes in their original order. The staff will instruct patrons on how to note the materials' original location.
5. The patron assumes all financial responsibility for any damage to the materials caused by their use.
6. The Town Clerk or her designee may restrict access to original items that are in fragile condition. Suitable reproductions, to the extent possible, will be provided to the patron.

#### Possessions in the Research Room

1. Pencils, paper, notebooks, or laptops may be brought into the research room. Cell phones are allowed only with the permission of the Town Clerk or her designee. All other belongings will be held in a secure, designated area within the Office.
2. Only pencils may be used in the research room. Pens, markers and other writing instruments are not allowed.
3. Food and beverages of any kind are NOT allowed in the research room.