

Longue Vue Archive
Researcher Guide and Policies

Welcome to the Longue Vue Archive. This guide is designed to support researchers in planning and conducting visits, understanding archive policies, and engaging with our collections responsibly. As a small archive with limited staffing, we appreciate your cooperation in helping us preserve and provide access to these materials.

Access Policy

The Longue Vue Archive is open to all researchers and does not require institutional affiliation or impose restrictions on research topics, provided all archive policies are followed. Any publication or commercial use of materials must receive prior approval from archive staff.

Items in the archive do not circulate and may be used in-house only.

Archive Information

Location:

7 Bamboo Road, New Orleans, LA 70124

Opening Hours:

Open by appointment only

Generally available Monday to Thursday from 9:30AM to 4:00PM

Staff Contact:

Molly Hay

Collections and Archives Manager

(504) 293-4730 (direct) or (504) 488-5488 (main line)

mhay@longuevue.com

Planning Your Visit

Appointments:

All research visits are by appointment only.

To Schedule a Visit:

- Email: mhay@longuevue.com
- Phone: (504) 293-4730
- Advanced notice required: We do our best to accommodate all requests, but a preference is for appointments to be made at least one to two weeks in advance.

Please include the following in your request:

- Name
- Institutional affiliation (if applicable)
- Research topic/project description
- Materials you wish to consult (if known)
- Preferred dates and times
- How you heard about us

You will receive confirmation once your appointment is approved.

Twenty-minute virtual reference appointments in advance of your visit are preferred for our staff to prepare materials. These will be scheduled with your appointment confirmation email.

Arrival Information:

- Please check in at the Gatehouse
- Free parking available on site
- Personal belongings may be subject to review
- Food and/or drink may be brought onto property but not in collections spaces. Staff can assist with storing as needed.

Reading Room Policies

To protect archival materials, all researchers must follow these guidelines:

General Rules:

- No food or drink allowed in the archive space
 - Water in a bottle that seals is permitted, but will be kept separate from archival materials
 - Staff can assist with the storage of any additional food or drink items
- Pencils only (pencils provided upon request)
- Clean hands required; gloves provided if necessary
- Handle materials with care
 - Maintain original order of materials
 - Only one box/folder may be consulted at a time unless instructed otherwise
 - Do not write on, lean on, or trace materials
 - Use provided supports for bound volumes
 - Notify staff of any damage
- Laptops, phones, notebooks, and bags are permitted

Photography, Reproduction, and Use:

- No flash photography
- Photos may be taken of materials for research and personal use
 - Photos for publication and/or commercial use must be provided by Longue Vue and approved by archive staff
- Scans can be provided upon request, subject to restrictions
- Publication requests must be approved
- Proper citation is required for all uses

Citation Guidelines

[Collection Name]. [Item Description, Box #, Folder #]. [Date]. Longue Vue Historic Archive, Longue Vue House and Gardens, New Orleans, LA 70124.

Researcher Agreement and Registration Form

To be completed upon arrival

Researcher Agreement:

I have read and agree to follow all Longue Vue Archive policies and handle materials responsibly.

Name: _____

Email: _____

Phone: _____

Institutional Affiliation (if applicable): _____

Research Topic/Project Title:

Purpose of Research (check one):

- ☐ Academic
- ☐ Publication
- ☐ Personal Interest
- ☐ Exhibition
- ☐ Other: _____

Do you plan to publish or publicly present this research?

- ☐ Yes
- ☐ No

If yes, please describe:

Signature: _____

Date: _____

Post Visit

We value your feedback to improve access and services.

Did you find the materials you were looking for?

- ☐ Yes
- ☐ Partially
- ☐ No

How would you rate your research experience?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

What could we improve?

Would you like to be contacted about future resources or updates?

- ☐ Yes
- ☐ No

Preferred contact method: _____

Visit Log

Filled out by Longue Vue archive staff after visit

Materials Consulted:

Staff Notes: