



Stop! Before Going to Your State Archives, Go Online First!

Karen L. Newman looks at the featured States of West Virginia, Kentucky, and Ohio

DON'T JUST WALK IN THE DOOR AND EXPECT TO DO ALL YOUR research when visiting a state archive. Each archive will have its own rules. For instance, the West Virginia State Archives located in Charleston, West Virginia (<https://wvculture.org/agencies/archives-and-history>) requires visitors

- to sign a guest book and fill out a library registration form and special form if researching in special collections
- to bring in a clear plastic bag pencils, paper, index cards, and loose personal papers such as genealogy charts; medication and “personal medical devices; laptop computer with power cord, mouse and memory stick or flash drive;” cell phones in airplane mode; money for \$0.25 per page copies, checkbooks, identification cards, and credit cards into the archive. Coat and pants pockets must be empty
- to not bring “liquids, food, candy, gum, tobacco products, umbrellas, purses, waist packs, tote bags, backpacks, suitcases, computer bags and briefcases; opaque plastic and paper bags; binders of any type; pens, mechanical pencils, colored pencils, markers, highlighters and/or marking devices; self-adhesive notes, tape and stickers; scissors, knives and box cutters; file boxes, file folders, envelopes and report covers; and personal reference books,” into the archive
- to not use scanning devices; staff to scan records
- to pay \$10 if in state, or \$20 if out of state for written, snail-mailed for at least two research requests for specific documents listing your ancestor’s full name and dates he/she was in the county
- to pay \$5 if in state or \$8 if out of state for obituaries, newspaper articles, land grants, or uncertified county and state records

Hours are from 9 a.m. to 5 p.m. Tuesday through Saturday.

If you like to attend sporting events or concerts, purchase a clear laptop bag that will hold your computer

plus be accepted at an arena.

The West Virginia State Archives website also has online county resources at <https://archive.wvculture.org/history/teacherresources/countiesmap.html>. Records of interest include information on West Virginia Colored Orphan’s Home located in Cabell County.

The Kentucky State Archives Research Room, located in Frankfort, Kentucky, advises patrons to get an appointment before research due to the room’s capacity. (<https://kdla.ky.gov/Pages/default.aspx>) Hours are from 10 a.m. to 4 p.m. Monday through Friday. Visitors must also

- fill out a research room registration form



Public Library, Shepherdstown, West Virginia. (Photo by Carol M. Highsmith, 2015, Library of Congress)