

Access Policies and Rules Governing Use

Frederick Law Olmsted National Historic Site

The surviving records of the Olmsted firm are held primarily at the Frederick Law Olmsted National Historic Site and at the Library of Congress. Originally together in Brookline, these collections complement each other and are often best studied in tandem. The records document approximately 5,000 jobs conducted by the firm, beginning with the work of Frederick Law Olmsted, Senior in the 1860s, and followed by that of his sons and successors until 1980.

The Archives of the Frederick Law Olmsted National Historic Site include an estimated 150,000 landscape architectural plans and drawings, 70,000 sheets of planting lists, 60,000 photographic prints, 30,000 photographic negatives, 12,000 lithographs, financial records, job correspondence, records and reports and models relating to over 5,000 individual jobs which date from 1860's to 1980. There are also study collections on urban design, landscape architecture, and the fine arts in general, and a reference collection of maps and atlases. The Library of Congress holds the bulk of the firm's correspondence (see enclosure). The archival collection represents a rare continuity of work by a single professional office and reflects the history of the development of landscape architecture and environmental design in the United States.

Availability

- Researchers are encouraged to complete their preliminary research at archives and libraries with a broader topical focus before approaching the holdings of Frederick Law Olmsted National Historic Site. The National Park Service has limited reference staff and research resources; priority will be given to researchers whose work focuses on materials available only at FRLA. Access to materials is dependent upon their physical condition and the level of processing to-date by the NPS. All research must be done on-site in the research room. Exceptions may be granted for examining objects on exhibit in situ.

Access

- Researchers should submit a written request to the archives department, detailing their research project to the archives staff.
- Requests for materials should be submitted several weeks in advance, to allow for the evaluation of the request and the scheduling of archives staff to oversee the research.
- All research requests should be addressed to:
 - o FRLA_Olmsted_Archives@nps.gov
 - o Frederick Law Olmsted Nation Historic Site, 99 Warren Street, Brookline, MA 02445.
- Approval of all requests will be based on availability of archives staff to supervise researchers and the condition of the material requested.
- To ensure long-term preservation of materials, researchers may be provided existing digital surrogate copies when possible in lieu of original documents. In most cases an on-site research appointment will not be necessary. All project related photographs and many plans can be found on Flickr at https://www.flickr.com/photos/olmsted_archives/collections . Associated

correspondence held at the U. S. Library of Congress can be found at <https://www.loc.gov/collections/olmsted-associates-records/about-this-collection/>.

- The archives staff at FRLA requests that the researcher read the abstracts in the archival guide or finding aids before requesting to view any collection of documents.
- To ensure the conservation and security of this resource, browsing is not permitted.
- Due to space constraints, one research party of no more than three people may be accommodated at a time.

Facilities

- The research room closes from 12:00 PM to 1:00 PM. Limited on-site parking is available for researchers.

Citations

- For proper citations please contact the archivist.
- When reproducing images, use the following credit line: "Courtesy of the National Park Service, Frederick Law Olmsted National Historic Site."

Research Room Rules

- Only lead pencils, not pens or markers, may be used for note taking.
- Use of portable equipment, including tape recorders, computers, scanners, and cameras, is subject to security procedures and prior approval by staff. Roll-feed scanners are prohibited to avoid damage to materials.
- No food, beverages, or smoking will be allowed in the historic structure, including the research room.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including handbags larger than wallets) are permitted in the research room area.
- The research room will close if no supervisory staff is available.
- Researchers register annually and must sign in and out each time they enter or leave.
- Researchers may not remove any archival or manuscript materials from the research room.
- Researchers may work with archival or manuscript materials only in the research room, not in museum storage or staff work spaces. Researchers may work with museum objects in the research room or in situ, at the discretion of curatorial staff.
- Researchers must submit for inspection all materials carried into and out of the research room.
- The park reserves the right to limit access to fragile or restricted collections.
- Researchers will work with only one document from one folder from one box of materials at a time to avoid damaging a collection's original order.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

Reproductions

- Reproductions are available within reasonable limits. In order to minimize damage from light, handling, and equipment, approval to reproduce and the selection of a reproduction process is at the discretion of curatorial staff.
- Researchers must submit written requests for copies or duplicates.

- Researchers may photograph documents with their own camera at the site if the condition of the document permits. Flash and external lighting may not be used without prior written application and approval. Please notify the staff if you wish to photograph at the time of your request for an appointment.

Copyright

- The holder of the original copyright is not necessarily the National Park Service. The National Park Service is not legally liable for copyright, privacy, or publicity infringement when materials are wrongfully used after being provided to researchers for “fair use.”
- Permission to obtain a copy for scholarly purposes does not constitute permission to publish.
- [See Copyright and Privacy Restrictions Statement.]
- Please contact the Archivist for permission prior to publishing visual or written information from the archives.
- We request that the following credit line be used

**Courtesy of the National Park Service,
Frederick Law Olmsted National Historic Site**

Handling

- Hands must be washed before handling collection materials.
- Only one box or volume of material will be issued at one time.
- When handling the archival and manuscript materials, only one folder may be removed from a box at a time, and folders must be laid flat on the table.
- Documents should be handled with utmost care and viewed only one at a time.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.
- It may be necessary for a staff member to handle certain materials for the researcher, at the discretion of staff.
- Gloves must be worn when required by curatorial staff.
- Latex or nitrile gloves must be worn when working with materials that may pose a health hazard.