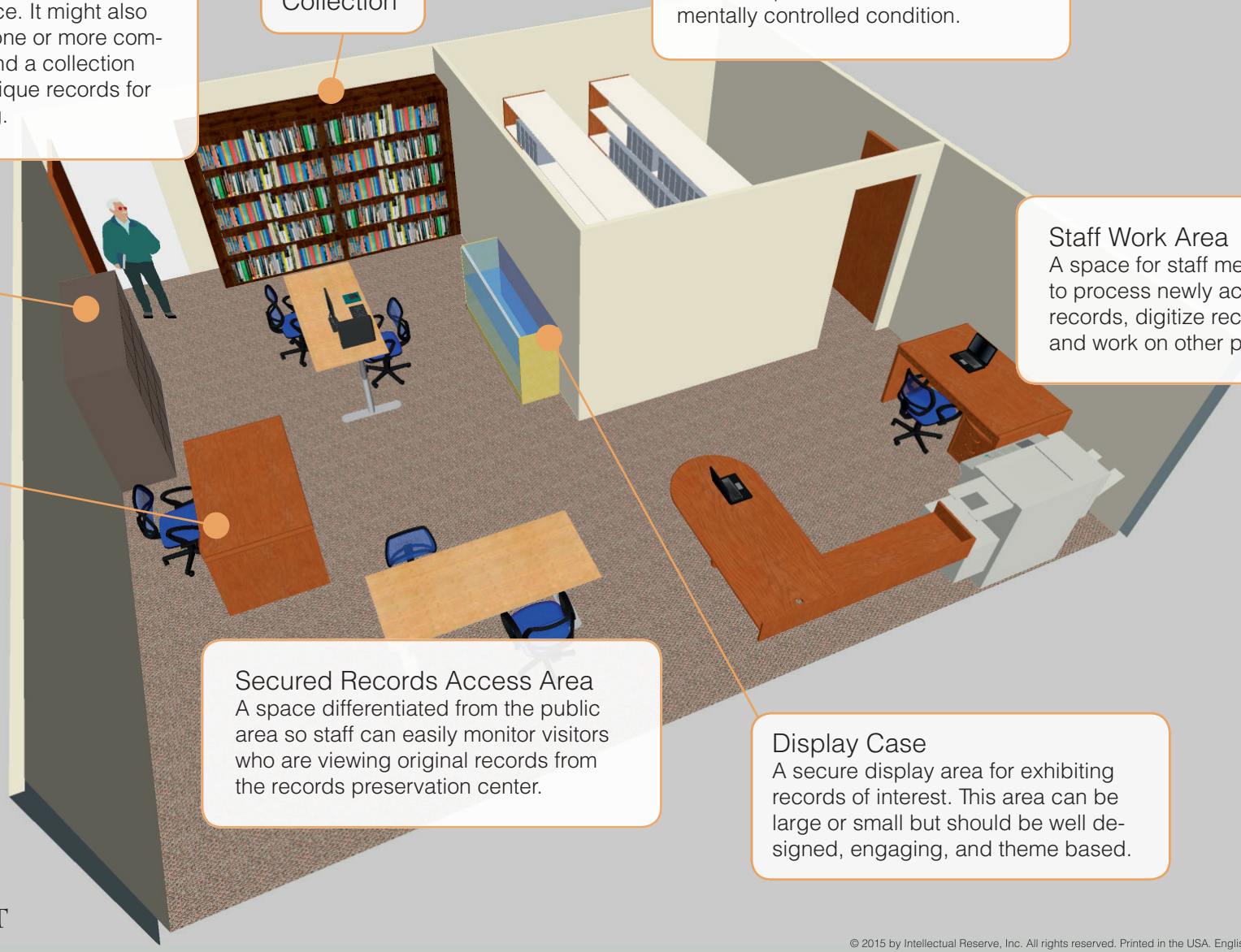
Church History Center



Public Area
A space where staff can greet the public and offer assistance. It might also include one or more computers and a collection of nonunique records for browsing.

Public Record Collection

Record Preservation Center
A secure area where original records can be kept in a safe and environmentally controlled condition.

Lockers

Staff Work Area
A space for staff members to process newly acquired records, digitize records, and work on other projects.

Public Service Desk

Secured Records Access Area
A space differentiated from the public area so staff can easily monitor visitors who are viewing original records from the records preservation center.

Display Case
A secure display area for exhibiting records of interest. This area can be large or small but should be well designed, engaging, and theme based.

THE CHURCH OF
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