

Archives and Special Collections Materials Use Policy

1. All researchers must complete and sign a Researcher Registration form once each fiscal year (July-June) and provide a valid photo identification issued by a government agency or educational institution.
2. To protect rare and valuable items, materials remain in the reading room and do not circulate.
3. Food, drink, and tobacco products (including e-cigarettes) are not permitted in the reading room.
4. The use of pens, highlighters, or indelible pencil is prohibited. Pencils are available in the reading room.
5. Note paper, pencils, laptop computers and mobile devices are allowed at the study tables. Researchers must silence all devices and leave the reading room to place or receive calls.
6. Personal items are not allowed at the study tables. Researchers must store all personal belongings except those noted above in the shelving provided.
7. The use of personal hand-held cameras is permitted within copyright restrictions.
8. Researchers are permitted to use only one box of materials at a time.
9. Exercise care when using material: Manuscript and archival materials must lie flat on the tables; turn pages carefully; no weight should rest on materials; do not mark, deface, alter, fold anew, or trace on materials; do not place material in the lap or prop against the edge of the table. Gloves may be required at Staff's discretion.
10. Keep material in original order by maintaining the sequence of folders within the box as well as the sequence of pages within the folder. Pages will stay in order if turned like the pages of a book. If material seems to be out of order, note the discrepancy to Staff rather than editing independently.
11. Permission to examine Archives and Special Collections holdings is granted for reference purposes only and are not to be used for any purpose other than for private study, scholarship, or research.
12. Reproduction of holdings is permitted at Staff discretion. In order to protect the materials from inadvertent damage all duplication and reproduction is done by Staff. Permission to reproduce, publish, exhibit, broadcast, or electronically disseminate the materials must be obtained by separate agreement(s) with the department of Archives and Special Collections.
13. All material must be returned to Staff before leaving the reading room for an extended period of time.
14. Living persons enjoy a common-law right to privacy. Documents containing information that would be used to embarrass, damage, injure, or harass living persons will be withheld from publication/production at the discretion of the repository.
15. Staff reserves the right to refuse access to its holdings and/or to impose such conditions as it may deem advisable in its sole and absolute discretion.

WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if in its judgment, fulfillment of the order would involve violation of copyright law.

I have read and agree to abide by the above rules for use of the University Archives and Special Collections.

Signature of Researcher _____

Date _____