



## Materials Use Policy

1. All researchers must complete and sign a Researcher Application form once each fiscal year (June-May) and provide a valid photo identification issued by a government agency or educational institution.
2. Permission to examine Archives and Special Collections holdings is granted for reference purposes only. This does not include permission to reproduce, publish, exhibit, broadcast, or electronically disseminate the materials consulted by the researcher. Permission for these uses must be obtained by separate agreement(s) with the department of Archives and Special Collections.
3. To protect rare and valuable items, materials remain in the Reading Room and do not circulate.
4. Mobile phones are allowed in the Reading Room if the phone is placed on vibrate and if the researcher agrees to leave the Reading Room to answer or place a call. Laptop computers may be used, but carrying cases must be placed in lockers. The use of digital cameras is permitted within copyright restrictions and staff discretion.
5. The use of pens, highlighters, indelible or 'copying' pencils is prohibited. Pencils and paper are available in the Reading Room.
6. Food, drink, and tobacco products are not permitted in the Reading Room.
7. Researchers are permitted to use only one box of materials at a time. Only one folder may be on the table at a time.
8. Exercise care when using material: 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 discretion.
9. 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.
10. 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. Reproductions are not to be used for any purpose other than for private study, scholarship, or research.
11. Staff will photocopy or scan up to twenty five (25) pages at no charge per researcher per year. Requests to photocopy or scan twenty five (25) or more pages is subject to a review based on staff availability. If approved, a fee of \$0.50 per page will be charged to the researcher. Upon receiving payment, the requested materials will be sent to the researcher.
12. 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.
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.

**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** \_\_\_\_\_