

Regulations and Procedures for Use of Materials

Use of materials is freely granted to all responsible researchers, subject to the following regulations and procedures, to ensure that the materials are protected from deterioration, mutilation, or loss.

Retrieval and Handling of Materials

1. You are required to present a photo ID prior to use of collections. A visitor badge will be issued to each researcher and must be worn at all times while in the building.
2. Materials do not circulate and must be used in the reading room. Materials will be retrieved from and returned to storage areas by staff members. Fill out a separate slip for each book, serial, newspaper, box (or range of boxes) or other items you wish to see.
3. You may bring paper, pencils, laptop computers, and needed valuables into the reading room. Purses, briefcases, book bags, other totes, and outerwear must be left in a locker or in an archives suite. You may have access to your secured belongings at any time outside the reading room.
4. Work in only one box at a time and remove only one folder from the box at a time. Use an outcard to mark folder position.
5. Please handle all items with care. Materials must not be written on, fastened together, or altered in any way. Retain the original order of file folders and items within folders of manuscript collections. If you encounter problems with the physical condition or arrangement of materials, bring them to the attention of the curator. Materials that are extremely fragile or rare may require special handling.
6. Pencils only may be used for note taking; no ink pens of any type are allowed. Laptops are permitted.
7. When you have finished using the materials, place them in the box or on the cart indicated for their return. Inform a staff member when you are ready to depart and return your visitor badge to the monitor.
8. The last box retrieval of the day is at 3:30. Research hours end at 4:15 and the reading room is closed at that time. All building offices close at 4:30.

Reading Room Decorum

9. Food and beverages are not allowed in the reading room. Food facilities are located in nearby buildings.
10. Phone conversations are not permitted in the reading room. Please set cell phones to silent.
11. Persons working on group projects that require discussion should request separate research space rather than disrupt others in the main reading room.
12. A staff member will instruct you in use of equipment for microform or video/sound recordings. Time limitations may be placed on the use of equipment to permit other researchers access to the machines.

Obtaining Copies

13. To request photocopying or other duplication services, contact unit staff for procedures and cost and complete the copy request form. Digital scanning services are available. Archives and Special Collections reserve the right to refuse to allow reproduction of materials if it would violate copyright law or damage the item.
14. Cameras and digital cameras may only be used with permission of the Archives. Hand held scanners are not allowed in the reading room.

Rights and Permissions

15. Archives and Special Collections reserves the right to limit or prohibit access to any materials.
16. Archives and Special Collections provides copies under provision of the copyright law of the United States (Title 17, U.S. Code), which states that copies are not to be "used for any purpose other than private study, scholarship, or research."
17. Permission to use materials does not convey permission to publish them. This privilege must be acquired separately and is the responsibility of the user. ASC can grant permission to publish only those materials for which it holds the intellectual property rights. In giving such permission, ASC does not surrender its own right to publish the same materials nor its right to permit others to do so. Publication of images from the collections requires a use contract and may involve fees. Consult with staff regarding this issue.
18. Any publication that results from use of the collections should include citation(s) of the collection(s) used. Should the archives or special collection library prove to be a significant resource for a publication, we would appreciate receiving a copy.

I have read and agree to abide by the conditions stated above.

(Researcher's Signature / Date)

