



SPECIAL COLLECTIONS COLLECTION USE POLICIES

- Special Collections & Archives materials may not leave the Reading Room.
- Food and drinks are not allowed.
- Phone calls are not permitted in the Reading Room.
- Stow outerwear, bags, and other personal belongings in the lockers provided.
- Check in at the desk to register and sign the Collection Use Policies form to begin research.
- Laptop computers, cameras, and similar devices are permitted. When using devices, do not to disturb others, damage the collections, or incur copyright infringement.
- Do not use pens. Please use the pencils provided or take notes on a personal device.
- Make no marks on the materials. Do not write notes on top of materials or rest other objects on the surface. Do not lean on materials. Tracing is not permitted.
- Wear gloves when the librarian provides them. Handle photographic materials by the edges.
- All materials must stay flat and rest on the table surface at all times.
- When using manuscript collections, use only one folder at a time. The library staff provides only one box at a time. Use cards provided to mark the place of the folder in the box.
- Keep records in the same order in which they arrive. If items appear to be out of order, do not rearrange them; please alert a staff member instead.
- Library staff shelves all materials at the end of the day for preservation and security purposes. Make note of the call numbers of any material you wish to view again on a following visit.
- Complete a “Permission to Use Materials” form to duplicate and use materials for non-personal purposes (e.g. for-profit publication or film).
- Scanning is 50¢ per page for personal use.
- Any person found stealing, defacing, mutilating, or in any way damaging materials will be prosecuted.

By signing below, researcher agrees to the above restrictions.

This agreement is valid until the end of the fiscal year.

Researchers are required to agree to and sign Collection Use Policies every fiscal year.

Signature

Date