

Policies for the Use of Special Collections Materials

All researchers will complete the Researcher Registration Form (attached) and present the completed form and photo identification to the reference archivist before any research may begin.

Please set cell phones to silent or vibrate and set beepers to vibrate only. Cell phones will be used outside the Reading Room.

All briefcases, bags, personal books, coats, papers, etc. are to be stored in the Reading Room lockers. A coat rack is available for outerwear, umbrellas, etc.

Special Collections reserves the right to examine the researcher's briefcase, bags, notebooks, or any other personal property before the researcher leaves Special Collections.

Reading Room Procedures

- All materials are for use in the Reading Room only.
- Absolutely NO food or drink is allowed in Special Collections.
- Blank paper will be furnished for note taking. Pencils are to be used when working with all materials. Ink pens and markers are prohibited. Laptop computers are permitted.
- Special Collections materials are housed in closed stacks. Researchers may request particular items by submitting an Item Request Form to the Reference Archivist. A staff member will retrieve the requested materials.
- The researcher must accept the responsibility of carefully handling all materials made available. Manuscripts and books may NOT be leaned on, written on, folded, traced over, or handled in any way that may damage them. For certain materials it may be necessary to wear gloves (provided by Special Collections).
- Researchers will use a maximum of one box of materials at a time, and will be careful to maintain the exact order and arrangement of the papers or materials. If any of the contents of a folder appear to be out of order, please call it to the attention of the Reference Archivist. **PLEASE DO NOT REARRANGE PAPERS.**
- If the physical condition of the original permits, duplication services for items not under special restrictions are available. Please see our Photocopies and Photo Duplication policies for further information.

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- Upon completion of research, the researcher must return all materials used to the Reference Archivist for examination. The researcher will also be subject to inspection of any personal property before leaving Special Collections.

Photocopies and Photo Duplication

- Photo reproduction and photo duplication may be available for some materials. Special Collections will consider requests for limited reproduction of material when such reproduction: 1) can be done without injury to the material, 2) when reproduction does not violate donor agreements or copyright law, and 3) when it is within departmental policy. Special Collections will provide its full reproduction policy upon request.

Publication, Copyright and Citation

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