

# Rules of use for the Archive and Special Collections

## General Rules:

Appointments for archival research should be made at least three days before the researcher plans to be at the library. Research appointments are required for projects lasting for more than one day or requiring access to more than one collection, two boxes, or five folders. While appointments are not required for small, short term projects, it is highly encouraged. Letting the librarians know your areas of interest ahead of time will make things go more smoothly upon your arrival.

Researchers must complete and sign an Archives Access form and provide either an NAWCC membership card or photo ID.

The Archives and Special Collections are housed in closed stacks. All requests for access to these materials should be submitted in writing. If possible, a preliminary list of requested materials should be submitted before the researcher arrives.

Finding aids for the archival collections are available on our website. Please make use of these to help with your requests.

The Archives and Special Collections are non-circulating materials. They may not be removed from the library.

## Rules for the Workspace:

Personal items, such as coats, briefcases, book bags, computer cases, and purses should be left at the circulation desk. You may use the lockers to secure your belongings. Researchers may take a notepad, notebook, laptop, and/or mobile devices to the table with them. Scrap paper is available at the circulation desk, if needed.

Only pencils may be used while taking notes when working with archival material. Pens are not allowed in the library. Pencils are available for researchers to use, if needed.

Food and drink may not be consumed in the library. You may not have food or drink with you while working with archival material. Please consume food and drink outside of the library. There are tables available in the solarium for anyone needing a place to eat.

Phones should be put on silent or vibrate mode. If you need to take or place a call, please do so in the lobby.

## Rules for Handling the Materials:

Treat all books and archival materials with care and respect. Researchers are responsible for the careful handling of all materials made available to them. Improper handling may result in access to archival materials being revoked.

Only one volume or box is allowed on the table at a time. Only one folder is allowed out of its box at a time.

When handling archival material,

- Make sure your hands are clean and dry
- Gloves should be worn when handling photographic material, or when deemed appropriate by the archivist
- Make no marks. Erase no marks
- Do not trace or write on top of the documents
- Do not fold the documents
- Do not remove documents from encapsulation
- Do not rearrange archival material. Do not rearrange folders within a box, nor the items within the folders
- Do not handle the materials in a way that may damage them

If anything looks to be out of place or needs attention, do not attempt to fix it yourself. Additionally, if any damage comes to the documents while in use (including pencil marks or folded/ripped pages), do not attempt to fix it yourself. Please bring it to the attention of the archivist or librarian.

## Additionally:

Photocopying and scanning must be cleared through one of the librarians—condition of the material may limit the ability to make copies. If approved, researchers may use a personal scanner or camera. There is a photocopier in the library, and photocopies can be made at \$.25/page or \$.10/page for students. Photocopying and scanning services are available for an additional fee.

Anyone wishing to quote from or publish from the collection must secure written permission from the library. The researcher is solely responsible for acquiring permission from the copyright holder.

The library reserves the right to restrict access to archival collections for various reasons including, but not limited to:

- Condition of the material
- Unprocessed collections
- Collections that require further preservation
- Materials that may contain private information



## Registration for Access to the Archives and Special Collection

Date: \_\_\_\_\_

*Please Print*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

NAWCC Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Institutional Affiliation (if any): \_\_\_\_\_

Research Topic: \_\_\_\_\_

\_\_\_\_\_

### Requested Material

Collection Name & Call Number	Box	Folder
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Since many of the materials in our collection are rare and fragile, it is important that they be handled with care. If a researcher fails to follow the procedures set forth on the reverse side of this sheet, the staff is authorized to take necessary actions, including refusing further use for the library.

**I have read, understand, and agree to abide by the rules listed on the back of this form.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_