

Policies and Procedures for the Use of Collections

The Archives Service Center (ASC) is open to all researchers interested in our collections, subject to the regulations outlined below. Procedures derive from these basic concerns: quality of service to researchers; security and preservation of the materials; courtesy to other researchers; and compliance with University and library regulations. Our responsibility for proper care of the unique materials entrusted to us requires us to institute the following safeguards in the reading room:

1. Prospective users of manuscript collections or University Archives must complete a registration form on your first visit to the Archives Service Center. Registration forms establish researcher identity, assist the reference staff by defining your research topic, and are valid for one university fiscal year. Signing the registration form signifies that you have read the policies and procedures in this document governing the use of the Archives Service Center.
2. Restricted and unprocessed materials may be consulted only with the permission of the Head of the Archives Service Center. We appreciate your understanding of the concern we have for the long-term guardianship of these materials.
3. You may only bring into the ASC Reading Room loose sheets of note paper, note cards, or a laptop computer. You will be requested to place any items not permitted in the ASC Reading Room in the key-operated storage lockers, such as brief cases, book bags, backpacks, tote bags, sacks, purses, camera bags, and computer carrying bags. All hats, coats, umbrellas, or other items which will not fit in a locker must be deposited in space designated by the ASC Reading Room staff. The use of pens is prohibited; pencils may be obtained from the ASC Reading Room attendant.
4. As a courtesy to other researchers, we ask that all cell phones be set to silent/vibrate or placed in the storage lockers. You should exit the room to make and receive any calls.
5. Eating, drinking, and the use of tobacco products are not permitted in the ASC Reading Room. There is a lounge on the third floor that you may use for eating and drinking.
6. Scanning equipment may not be used in the ASC Reading Room, although digital cameras are permitted with permission from the Head of the Archives Service Center on a case-by-case basis. You will be asked to complete and submit a digital camera log.
7. Archival material is housed in closed stacks and many be used only in the ASC Reading Room. After you make your requests, staff will retrieve the material. All archival material must be handled carefully. In handling either photographs or photographic negatives, you must wear gloves provided by the reference staff. Handle any photographic image by the edges.

8. Remove only one folder of material from a box at a time. Do not remove or rearrange material from their position within the file folder. Maintain the order and arrangement of unbound materials. Only one box or five books may be used at a time. Use out-cards provided by the reference staff to mark the place of the folder in the box. Put folders and items back in the same order and facing the same way you received them.
 9. Leave materials on top of the Reading Room tables during use. Do not lay books or other heavy objects on archival material. Do not add or erase marks on materials. Do not write on paper that is laid on top of archival material; this includes tracing maps or other outlines.
 10. Do not open uncut leaves or pages of books. Mark a place in books or folders with clean paper sheets or strips. Never place an open book face down.
 11. Archival material will not be retrieved within 30 minutes of closing. All materials must be returned 15 minutes before closing. Upon request, materials may be held on reserve in the ASC Reading Room.
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Duplication of Material

1. Photocopies of archival material will be provided when there is no risk of damage to the original items. Staff members are available to provide guidance on all photocopy issues and ensure that requests are accurate. Please do not remove items from the collection for photocopying purposes. Rather you will need to complete a Photocopy Request Form in order for our staff to complete your order. Staff will perform all photocopying requests at \$0.25 per page. The reference staff will endeavor to provide photocopy orders of ten pages or less on the same day. Larger photocopy orders will generally be ready within the week. Completed photocopies are kept at the ASC Reading Room desk until you are ready to leave the ASC. They can also be mailed to you if you prefer.
2. We can provide digital images of some material. Please consult the [ASC Service Fees](#) document for the cost of digital images as well as other available duplication such as photographs, maps, videotapes and oral histories. You will need to complete a separate [Reproduction Request Form](#) to submit your order. Please allow 5-10 business days to complete the order.
3. Researchers who do not pay for services, such as photocopying and audio visual reproductions, may be denied future service until the charges have been paid. In instances where prepayment is required prior to the duplication of material, no materials will be duplicated until the payment is received.
4. You are responsible for compliance with laws governing copyright. Neither the granting of access to materials nor duplication of materials conveys or implies conveyance of the rights to publish such materials. Please consult the [ASC Usage Permission Agreement](#) for more information.

Users who do not follow the ASC Reading Room policies and procedures may be denied access to the department's collections.