

Policy and Procedure for Use of Archives & Special Collections Material

Archives & Special Collections (A&SC) is open to all researchers and members of the public interested in accessing 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, library and federal regulations. Our responsibility for the proper care of the unique materials entrusted to us requires us to institute the following safeguards in the Reading Room.

1. As a prospective user of archival or manuscript collections, rare books and other items, you will be asked to complete a registration form on your first visit to Archives & Special Collections. As part of this process, you will be asked to provide a form of identification. The registration forms are valid for one university fiscal year (July-June). By signing the registration form, you signify that you have read and will agree to the policies and procedures in this document governing the use of material in our collections.
2. Some collections (or portions of) are closed for a period of time or have access restrictions due to the sensitive nature of the material. In some instances, you may be granted access to the restricted material by signing a [Confidentiality Agreement](#). Restricted materials may include:
 - Student educational records (see University Policy [09-08-01 Access to and Release of Education Records](#));
 - Records generated by healthcare providers or healthcare researchers containing personally identifiable information (PII) about patients and research subjects as defined and protected by the Health Information Privacy and Accountability Act (HIPAA) (see [ULS Policy on Access to Personal Medical and Health Information in Collections](#));
 - Records concerning submission of manuscripts submitted for publication in a journal. This material is closed for a minimum of fifty (50) years from the year of submission;
 - Peer review documents solicited by publishers and related editorial correspondence. This material is closed for a minimum of fifty (50) years from the year of the review to protect the anonymity of the reviewer;
 - Records pertaining to individuals in the promotion and tenure process which are part of the personnel file for University of Pittsburgh faculty. This material is closed until the death of that individual. Promotion and tenure documents of other institutions will be closed for a minimum of seventy-five (75) years from the year of the document;
 - Records for which access would violate confidentiality requirements or privacy protections provided by law; and
 - Records created by the University of Pittsburgh Chancellor and University of Pittsburgh Board of Trustees. Chancellor records are closed for twenty-five (25) years from the retirement of the Chancellor, and records created by the University's Board of Trustees that are not designated as public are closed for twenty-five (25) years from the year of their creation.
3. Items permitted in the Reading Room include loose sheets of note paper, note cards, a cell phone, a digital camera, and a laptop computer. You will be requested to place any items not

permitted in the Reading Room [such as brief cases, book bags, backpacks, tote bags, sacks, purses, camera bags, and computer carrying bags] in the key-operated storage lockers. All hats, coats, umbrellas, or other items which will not fit in a locker must be deposited in a space designated by the Reading Room staff. The use of pens is prohibited; pencils may be obtained from the 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 (including vaping) are not permitted in the Reading Room.
6. Some material in our collections are extremely fragile and/or rare and must be handled delicately. In such cases, you may not be permitted to handle such items without staff assistance. In many instances, we have digitized such items and may require you to consult the online version instead.
7. Archival and manuscript material is housed in closed stacks and may only be used in the Reading Room. After you make your requests, staff will retrieve the material. All archival material must be handled carefully. Please remove only one folder of material from a box at a time. Do not remove or rearrange material from its 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.
8. When handling either photographs or photographic negatives, you may be asked to wear gloves, provided by the reference staff, when viewing these items; only handle the items by the edges.
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. Books are to be consulted in cradles at all times unless otherwise noted by Reading Room staff. A staff member will provide you with the appropriate cradle and book weights (when needed) upon your arrival.
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 Reading Room.
12. For help with how to cite material from our collection, please see our [Citation Guide for Archives and Manuscript Collections](#).

Duplication of Material

1. You may take digital photographs of material, but you must sign the [Policy on Digital Reproductions with Personal Devices](#) form, which states you understand that material you are photographing may be protected by copyright. Scanning equipment may only be used with permission from the Associate University Librarian of Archives & Special Collections on a case-by-case basis.
2. Photocopies or Quick scans (low resolution scans) of archival material will be provided when there is no risk of damage to the original items, and no other restrictions. 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/Quick Scan Request Form](#) in order for our staff to complete your order. Staff will perform all photocopying requests at \$0.50 per page. The reference staff will endeavor to provide photocopy orders of ten pages or less on the same day. Larger photocopy orders will be ready within 5-10 business days. Completed photocopies are kept at the Reading Room desk until you are ready to leave. If you prefer, they can also be mailed to you for a fee.
3. You can make a request for digital images of our material by placing a reproduction request. Please consult the [Reproduction Service Fees](#) for the cost and timeframe of the completion for digital images, as well as other available duplication services for items such as photographs, maps, videotapes and oral histories. You will need to complete a separate [Print Reproduction Request Form](#) or an [Audio-Video Reproduction Request Form](#) depending on your needs.
4. Payment is expected before any reproduction services are rendered.
5. 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.

THE COPYRIGHT LAW OF THE U.S. (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO MAKE A PHOTOCOPY OR REPRODUCTION. ONE OF THE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP, OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR A PURPOSE WHICH DOES NOT QUALIFY AS "FAIR USE," OR DOES NOT SECURE THE NECESSARY PERMISSIONS FROM THE COPYRIGHT OWNER TO PUBLISH, THAT USER MAY BE INDIVIDUALLY LIABLE FOR COPYRIGHT INFRINGEMENT. THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW OR OTHER APPLICABLE LAW.