

## Archive 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, but not required for small, short term projects. Letting the librarians know ahead of time what you will be interested in looking at will make things go more smoothly once you arrive.
- Researchers must complete 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 should be submitted in writing. If possible, a preliminary list of requested materials should be submitted before the researcher arrives.
- Personal items, such as coats, briefcases, book bags, computer cases, and purses should be left at the circulation desk. Researchers may take a pad or notebook and/or personal computer to the table with them. Scrap paper is available at the circulation desk.
- Only pencils should be used in taking notes; pens are not allowed in the library. Pencils may be borrowed from the librarians if you need one.
- Food and drinks may not be consumed in 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.
- Only one volume or folder per researcher is allowed on the table at a time.
- No archival materials may be taken from the library.
- Treat all books and archival materials with care and respect. Researchers are responsible for the careful handling of all materials made available to them. Do not write on, fold, trace, remove from encapsulation, or handle the materials in a way that may damage them.
- Photocopying and scanning must be cleared through one of the librarians. If approved researchers may use a personal scanner or camera, or make photocopies 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.



**Registration for access to Archives and Special Collections**

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

*Please Print*

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

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

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

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

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

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

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 of the library.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_