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1. **Researcher Registration:** The first time you request archival materials, you will be asked to fill out a registration form and present picture identification at the Service Desk. At the beginning of each year, patrons will need to complete a new registration form. Patrons using only the book collection need not fill out this form.

2. **Requesting Materials:** Special Collections materials cannot be checked out and the stacks are closed to the public. To request material for use in the Archives, complete a call slip for EACH title or manuscript collection and present the slip(s) at the Service Desk. Researchers are limited to 3 books or manuscript folders at a time. Patrons must request manuscript collections at least one hour before closing time.

3. **Rules for Photocopying:**

   Please place your initials at the space after the letter J, indicating that you have read all the policies.

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   B. A black and white photocopying machine is available for researchers’ use. A Special Collections staff member must consult all materials from manuscript collections prior to photocopying. We reserve the right to deny a copy request if copying will result in harming items or if it would violate copyright or any other restriction.

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   H. Maps cannot be photocopied.

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   J. Patrons can not copy more than 15% of the contents of any one box in a manuscript collection.

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4. **General Regulations:**

- **NO PENS ALLOWED.** Please use only pencils or computers in the lobby.

- **NO BAGS, BACKPACKS, BRIEFCASES, PURSES, LAPTOP CASES, BOOKS, BINDERS, FOLDERS, NOTEBOOKS, ETC. ARE ALLOWED IN SPECIAL COLLECTIONS.** Please place all such items in the lockers we have provided. Paper can be obtained at the Service Desk.

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- Special Collections books and manuscripts must not be written on, altered, leaned on, folded, or traced.

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- Keep material flat on top of tables.

- Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.

- If damage occurs during handling, notify a staff member.

- Take care not to drag anything, such as jewelry, across the surface of materials.

- Please take care to preserve the existing arrangement of material within folders and boxes. **DO NOT CHANGE THE ORDER OF MATERIALS.** If anything appears to be misfiled, do not attempt to correct it yourself. Call it to the attention of an Archives staff member.
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Telephone Number

Status (Please circle one):
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