



The University of Mississippi

Archives and Special Collections

J. D. Williams Library

University, MS 38677

Telephone: 662-915-7408

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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.

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- Special Collections books and manuscripts must not be written on, altered, leaned on, folded, or traced.
- Never write on paper with archives material underneath. The impression can pass through and cause damage.
- Keep material flat on top of tables.
- Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.
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- 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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