Using Archives

The reading room of the Library Archives and Special Collections (Lower Level, #0108) is reserved for use by only those patrons using materials from the archival collections.

No eating or drinking is permitted in the reading room.

All materials must be handled with care. Do not: mark material or erase existing marks; use pens, markers or highlighters; fold, tear or cut documents. All materials must be returned to the reading room attendant when the reader leaves the reading room.

Researchers must receive permission to photocopy, scan, or photograph archival material from a member of the archival staff.

No unauthorized cell phone photography is permitted.

Patron use of personal equipment such as laptops, scanners, and tape recorders is at the discretion of the archivist.

The researcher assumes full responsibility for conforming with laws of libel, copyright, and literary property rights when quoting or publishing material.

Reproduction Policy

The Library Archives and Special Collections offers duplication and reproduction of its research materials under certain conditions.

All reproduction requests are subject to review.

The Library Archives and Special Collections complies with the copyright law of the United States (Title 17, United States Code, 1976) and the International Berne Convention, which govern the making of copies of copyrighted material and which prohibit the copying of material that is under copyright protection without specific written authorization from the copyright holder.

Under certain conditions specified in the law ("fair use"), libraries and archives are authorized to furnish a photocopy or other reproduction.

Researchers wishing to have material duplicated or reproduced through photocopying or scanning must consult with the Archives and Special Collections Librarian regarding permission.

Material may be reproduced when, in the judgment of the Archives and Special Collections Librarian such reproduction will not damage the original item; will not duplicate an inordinate portion of the material; is not prevented by U.S. copyright law; does not infringe on special restrictions imposed by the donor of the material.