

## Use of Archival Materials Form

**Please read and sign these instructions before using archival materials.**

1. Leave all coats, bags, purses, briefcases, etc., in an archivist designated area.
2. Food and open beverages are NOT permitted in research areas. Bottled and closed top beverages are allowed but only in the archivist designated area.
3. Please wash and dry your hands before entering research areas.
4. Gloves may be required to handle certain documents. The archivist will advise when this is necessary.
5. DO NOT use pens or markers near materials. If needed, paper and pencil can be provided.
6. DO NOT mark materials in any way.
7. DO NOT rearrange items in folders or boxes. Please leave items as they were found.
8. Cameras and cell phones are allowed. Flash photography is prohibited.
9. Items from the research area are not allowed to leave the research area.
10. Staff and security personnel reserve the right to inspect and examine briefcases, bags, purses, and notes.
11. Publishing permissions are granted on a case-by-case basis. Permission to view items does NOT imply publication permission. To request publication permission, please fill out a **Publication Permissions Form**.
12. Photocopies and scans may be requested only if the materials can be copied without damage to them.
13. Items from the collection must be properly cited. Examples are available on request.

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**Signature** (*I have read, understood, and will abide by these instructions*)

**Date**

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**Print Name**

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**Address**

**City, State, ZIP Code**

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**Phone Number**

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**Email address**

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**Materials to be used ( \_\_ see back of this page for additional notes)**