

## REGULATIONS FOR USE OF MATERIALS

### Special Collections and Archives, Wright State University Libraries

1. Researchers are required to register each time they enter the Archives. By signing the register you indicate an understanding of the regulations and a willingness to abide by them.
2. Smoking, eating, and drinking are prohibited.
3. Researchers are asked to wash hands with soap and water before handling research materials. Facilities are located across from the lockers.
4. Removal of archival materials from the reading room without permission constitutes theft under the law.
5. Archival materials do not circulate.
6. Only pencils may be used in the Archives and will be provided if needed. To prevent permanent marking of research materials, the use of any kind of pen is prohibited.
7. Writing on papers placed on top of research materials is prohibited.
8. Researchers are **not** permitted to scan archival materials for protection of the materials. Duplication services are available for a fee.
9. Digital cameras are allowed in the reading room for reference purposes only. Patrons using a digital camera must sign and follow the Camera Use Policy Agreement each visit.
10. In handling maps, manuscripts, printed materials, and photographs researchers should only touch the edges of the paper.
11. Do not change the order in which a collection has been filed. If this occurs by accident, please inform the reference staff.
12. The use of some manuscripts and archives are prohibited by law. The researcher must comply with the terms of any restriction placed on manuscripts/records.
13. The researcher assumes full responsibility for conforming to the laws of libel and literary property rights, which may be involved in his/her use of manuscripts and other records.
14. When you have completed your research, please leave all research materials on the table. **DO NOT RESHELVE REFERENCE MATERIALS.**
15. Briefcases, backpacks, lap top cases and other bags are not permitted in the Archives reading room. Folders, notebooks, laptops, and research notes brought in to the Archives by patrons are subject to search prior to leaving the Archives reading room. Locker keys are available at the Reference Desk.
16. Loud talking and actions likely to disturb other researchers are prohibited in the reading room. Extended conferences with fellow researchers should be held outside the reading room.
17. The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. Under conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.