

Southwest Minnesota State University

McFarland Library Archives Reading Room Rules

General Rules of the Reading Room:

- All materials in the archives must be used in the reading room. At no time are researchers permitted to remove items from the reading room.
- Please leave all personal items outside the reading room; this includes bags, coats, umbrellas, briefcases, etc. It is permissible to bring a laptop, camera, cell phone and pencils to your seat at the table.
- No food or beverages are allowed in the reading room. Use of tobacco products and gum chewing are also not permitted.
- Please use only pencils for taking notes. Pencils and paper can be provided by the Archives staff.
- Please inform staff when you are leaving the research area. Archives Staff may examine all personal notes and papers as you leave.

Handling Archival Materials and Rare Items:

- The archives and special collections materials must be handled with respect and care.
- Please make sure that your hands are clean and have recently been washed with soap and water.
- Use one collection at a time. Keep documents in folders. Leave folders outside of boxes to have staff return them to the appropriate location. Researchers are encouraged to notify staff if items seem misfiled.
- Please keep materials flat on the table.
- Do not leave any marks or tears on resources used.
- Do not remove staples or other fasteners.
- Never place an open book face down.
- Do not lean on books or documents.
- Be careful when opening materials and turning pages. Aim to lift from the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes, or any three dimensional object for place-markers.
- Do not remove items, such as photographs, from their protective sleeves.
- If items are deemed too fragile for handling, staff may provide assistance or deny use.

Reproductions:

- Use of cameras and cell phones is permitted.
- Photocopies may be made for a fee (if materials are stable for copying). Please consult Archives staff.

Copyright and Restrictions:

NOTICE WARNING CONCERNING COYRIGHT RESTRICTIONS:

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific 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 judgment, fulfillment of the order would involve violation of copyright law.

- Users assume full responsibility for conforming with copyright laws and conventions, libel laws and individuals' rights to privacy, and for the literacy property rights that may be involved with the use of any materials.
- The Archives may not hold the copyright to some of its collections. It is the responsibility of the researcher to obtain any required copyright permissions from the copyright holder.
- Permission to examine or duplicate materials is not an authorization to publish. You must notify the Archives of any intent to publish or use archival materials beyond fair use. If you intend to publish, please fill out and submit an "Intent to Publish, Quote, or Exhibit" form; Archives staff will notify you of any copyright information in our possession.