

RULES FOR THE USE OF UNIVERSITY ARCHIVES MATERIALS

Washington University Libraries
Department of Special Collections
University Archives

General Rules

- The reading room is reserved for use of University Archives materials only.
- Patrons must sit facing the Archives staff office windows.
- Kindly respect “Archive Staff Only” areas where posted.
- Food and beverages are prohibited in the reading room.
- The use of cell phones is prohibited in the reading room.
- Coats, briefcases, bags, purses, backpacks, newspapers, large notebooks and any other bulky items must be placed in one of the lockers provided.

Use of Material

- Staff members will retrieve all material. Patrons must request materials using the Patron Use Form (see recto/page 1).
- Handle material carefully and keep it in order.
- Patrons who mishandle material may be denied access to our holdings.
- Should a patron discover discrepancies in arrangement or description, he/she should call this to the attention of the University Archives staff. Patrons should not rearrange or in any way alter the materials’ order or description.
- Material should remain flat on the table, not held in the lap or propped against the table edge.
- Marks may not be added or erased from material. Tracing over material is not permitted.
- Patrons will ordinarily be given only one box of material at a time.
- Patrons may take notes with paper and pencil or a laptop computer.
- Pens are not allowed.
- Special permission from Archives staff is required for use of cameras, tape recorders, and all copying devices.
- When patrons are finished with their research, they should leave the materials on the table and inform the staff whether or not they intend to return.

Reproduction

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Publication

- Published work created using archival materials from Washington University Archives must include a citation in the following form: *Name of Collection*
University Archives, Department of Special Collections, Washington University Libraries
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- It is the responsibility of the patron to secure permission from the appropriate copyright holder.

Teaching/Education Rules

- In accordance with the copyright law of the United States (Title 17, United States Code sections 107, and 110) Special Collections archival materials may be used within a Washington University classroom or in surrogate form over the Washington University campus network for educational purposes, provided that the materials are password protected and delivered over the network for a limited period of time. See <http://www.wustl.edu/copyright/>