

# **Special Collections/University Archives Library and Information Technology Ellen Clarke Bertrand Library**

## **Access and Use Policy**

The primary mission of Special Collections/University Archives is to collect, preserve, and provide access to primary and rare materials. Special Collections/University Archives staff is responsible for organizing, preserving, and providing access to materials in a professional manner. Materials in the collection require special handling to ensure their preservation and availability for future researchers. Staff will make every effort to balance and compromise between researchers' needs and the special needs of the collections. It is imperative that the preservation of materials remain a priority in this compromise.

### **Research privileges are granted to registered users subject to the following requirements.**

- Researchers must sign the log to indicate they will abide by the Access and Use Policy.
- Staff will supervise researchers' use of materials in the Reading Room.
- Chewing gum, food, drink, and tobacco products are strictly prohibited.
- All personal items must be stored, such as handbags, book bags, and brief cases. Only those items needed for research (e.g. laptop, digital camera) may remain with the researcher.
- Pencils only may be used for note taking.
- Portable scanners and copiers are not permitted.
- Materials may only be used in the Reading Room.
- Care must be taken when using materials. Materials should lie flat when in use.
- Researchers are responsible in the event of loss or damage. Alert staff if damaged materials are discovered.
- Researchers may not remove or rearrange material in their containers/folders.
- Gloves are required when using photographs. Photographs must be held with both hands on its borders.