

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 create balance between researchers' needs and the special needs of the collections. It is imperative that the preservation of materials remain a priority when creating 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 this Access and Use Policy.
- Materials may only be used in the Reading Room under staff supervision.
- Pencils only may be used for note taking.
- Chewing gum, food, drink, and tobacco products are strictly prohibited while working with materials.
- 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.
- Unless approved by staff, portable scanners and copiers are not permitted.
- Proper care must be taken when using materials to prevent damage to material or disorder to collections.
- Researchers must abide by special use instructions provided by staff.
- Researchers may not remove or rearrange material in its container or folder.
- Researchers are responsible in the event of loss or damage and must alert staff if damaged materials are discovered.
- Gloves are required when using photographs and other materials as instructed by staff. Photographs must be held with both hands on its borders.