

# Idaho State

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# UNIVERSITY

## Special Collections and Archives Eli M. Oboler Library

### **POLICIES FOR THE USE OF ARCHIVAL, MANUSCRIPT AND RECORD MATERIALS**

To ensure that we continue to meet patron needs, we have developed these guidelines to make your archives experience a pleasurable one.

- Each Patron/Researcher must present photographic identification and sign the Guest Register upon arrival. You will be asked to complete a Research Request Form for each project or subject undertaken
- Materials maintained in the restricted access areas of Special Collections are retrieved by staff and must be used in the research area. A maximum of two boxes of research material per patron is allowed on tables at any time
- Researchers are responsible for the careful handling of all materials made available

### **USE OF MATERIALS**

- Boxed materials with internal folders should be used one folder at a time, taking care to return items to their original folders in the same order found [If items appear to be out of order initially, please let staff members know so the order can be corrected]
- Manuscripts and books should not be leaned on, written on, folded, traced over, or handled in any way that might damage them. Post-it notes or any other adhesive materials are prohibited and should never be affixed to archival materials. Markings found on documents should not be erased or altered
- **Pencils** and loose leaf paper should be used for note-taking in the research area. These items are available at the Reference desk. *Pens are prohibited*
- All materials should be returned to a staff member
- Patrons must have clean hands when handling materials and may be required to wear white cotton gloves when using original materials in the Reading Room
- Do not leave boxes, books, etc. on tables in the area unless directed to do so by staff
- Ask staff to clarify any of these rules if they are not clearly understood and to request any special use requirements not covered here

### **RESTRICTIONS**

- Access to the Manuscript Collection may be affected by the limitations placed by the donors, or, by U.S. copyright law and intellectual property rights

- Access to the University Archives may be affected by the limitations of the originating office, by copyright and intellectual property right limits, and by the constraints of Federal and state laws related to the privacy of student records
- Use of any recording devices (tape/video recorders, cameras, computers, phones, hand-held scanners, etc.) for the purposes of capturing images or sounds is prohibited without permission

### **PERSONAL MATERIALS**

- No food or drink is allowed in the research area
- Cell phones must be turned off when using the Reading Room so as not to disturb other patrons; if you need to take/make a phone call, please use designated areas in the library
- Researchers must leave coats, backpacks, purses, and any other personal items in the lockers provided
- Special Collections and Library staff reserve the right to inspect all personal articles and research materials before a patron leaves the department

### **COPYRIGHT STATEMENT**

Access to archival, manuscript and record materials in Special Collections *does not* authorize or imply approval to reproduce or publish all or any portion of any collection, document, or photograph. Such permission must be requested separately, and may require special restrictions on how materials may be used in the proposed project. This may include, but would not be limited to, a requirement to include notice that Idaho State University is the source of some materials.

Materials that originate with Idaho State University, or that ISU holds copyright to, must be acknowledged when used for publication.