

Code of Conduct and Material Use Regulations in the Research Division

The Research Division contains irreplaceable historical materials and needs the cooperation of all users to ensure that such material is preserved. The following guidelines must be followed when coming in contact with any of the Research Division's collections:

1. Researchers are required to show proof of identity, sign the register book, read and sign the Code of Conduct before using the Research Division.
2. Smoking, eating, and drinking are prohibited in the research area.
3. Removal of materials from the Research Division without permission constitutes theft and is punishable under Federal Law.
4. Coats, oversize garments, briefcases, and other similar items are not permitted at the reading room tables. They must be placed in the designated area.
5. Staff may ask to inspect items in your possession as you leave the reading room area. Your signature of this form is an acknowledgement of your agreement to cooperate with any inspections.
6. You will be monitored during your visit.
7. The use of pens is prohibited. Only pencils may be used at reading room tables. Do not mark on archival documents or photographs.
8. White cotton gloves must be worn when handling photographs, negatives, or transparencies without protective sleeves. Gloves must also be worn when handling photo albums. Staff can provide a pair of cotton gloves if needed.
9. Materials must be handled with care. When handling maps, manuscripts, printed materials, and photographs, researchers should only touch the edges of the paper. Prolonged or extensive handling of material is not permitted. Do not write on top of archival items. Do not remove enclosures or sleeves. Do not bend or fold archival materials.
10. Researchers must request materials from the Research Division staff. Researchers are not allowed into the archive storage areas.
11. Bring any discrepancies in the materials to the attention of Research Division staff. Do not make any changes or corrections yourself.
12. The Research Division does not loan materials. Copies are permitted by using the provided photocopier and camera copy stand, but researchers must provide their own paper.

I have read the above Code of Conduct and agree to abide by the terms outlined therein.

Printed Name

Signature

Date