SHOEN LIBRARY

Regulations for Use of Shoen Library Archives

All archival material is shelved in closed stacks and is non-circulating. You may request to view materials held within the archive after you read and completely fill out this form and submit it with photo I.D. at the Circulation Desk. The library staff reserves the right to deny archive access at any time. Materials will be accessed by library staff for viewing and gathered for return to the archive.

When handling archival material please:

- Be sure your hands are clean.
- Material must be checked out and viewed in the location indicated by staff; the call# / barcode label must stay with the item.
- Handle materials gently. Do not lean on, trace over, write on, fold, or prop them open. When taking notes do not write directly on top of the archival material.
- Only pencils may be used while handling archives. Ink can permanently and irreversibly damage rare and unique materials, which often cannot be replaced.
- If the pages of an item are stuck together do not try to sever or open the pages. Please request assistance from library staff.
- Only library staff may make photocopies of archive materials, please make the request with the attached form.
- Library staff has the right to not fulfill a duplication request if the copying may harm the materials in any way.

Statement of Copyright

Permission to obtain a photocopy or other facsimile of material does not constitute permission to reproduce, distribute, publicly display, publish or make other protected uses of that copy if it is protected under copyright law (Title 17, U.S. Code). By requesting a copy of archival materials you are responsible for determining what uses of the material are lawful and to obtain any required permission or pay any fees to use or reproduce the materials we supply for academic purposes.

I have read and understand the foregoing rules for use of Shoen Library Archives

________________________________________ _________________________________
Signature                                        Date

Institutional Affiliation:   MU Undergraduate | MU Graduate Student | MU Faculty | MU Staff | Public Patron | rev20110329