



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.

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

Signature

Date