Archives Access Policy

- All researchers must register with the Archives by filling out a Researcher Registration Form. A valid form of photo ID must be shown, and registration must be renewed annually.

- Archives material does not circulate. Material will be provided to you in a secure location on campus, and you will be asked to initial in acknowledgement of your use of the material.

- When using archival material, you may use only a laptop, paper, and pencil. Pens, backpacks, briefcases, etc. will be stored securely for you while you conduct your research.

- No food, drink, gum, or candy is permitted during your visit.

- Archival material can be fragile or susceptible to damage; you may be asked to use special devices to support books, or to wear gloves when handling photographs or documents.

- Availability of items for research is at the discretion of the Archivist or library staff member. Material too fragile for use may be copied for you if possible, or may be inaccessible.

- When using your requested material, please work with only one box at a time, leaving other boxes on the provided cart.

- Remove only one folder from each box at a time, and do not re-organize any papers or other material within a folder. Use the provided flags to note your place.

- Photocopying and scanning of material may be requested by the researcher, and may incur a small fee from the Archives depending on volume and condition.

- When finished using archival material, alert the Archivist or staff member assisting you; they will check the condition and completeness of materials and sign the boxes back in.

- Staff members are not permitted to provide legal advice or conduct extensive research.

- All researchers should understand copyright and citation standards for archival material. A preferred citation document is available and may be printed at researcher’s request.