

Rules and Regulations for the Use of Materials in the Archives

In order to protect and insure continued accessibility of the materials in its custody, the Library has established the following conditions for the use of materials in the Archives.

1. Before using materials, the Rules and Regulations for the Use of Materials in the Archives must be read and signed by the researcher.
2. Due to the nature of the Archives, researchers must make prior appointment with the Archivist, including a description of the subject or items they wish to research so items may be pulled aside or scanned if possible.
3. Researchers must present photo identification, such as a driver's license, or library card and sign the registration book for each visit to the Archives.
4. Researchers must check personal belongings, including briefcases, folders, coats, newspapers or containers of any kind, before entering the Archives. Upon leaving, researchers shall present for examination, any article that could contain records. All items are subject to inspection when researchers enter or leave the Archives.
5. Researchers may not bring enclosures such as boxes, brief cases, satchels, valises, purses or other containers into the Archives. Hats, jackets, coats and sweaters will be hung in a designated area.
6. Personal copiers and automatic-feed or hand-held scanners are not permitted. Pens and highlighters are not allowed, nor are pressure sensitive notes, such as Post-Its. Researchers may not bring items such as books, magazines, or newspapers unrelated to their research into the Archives. Exceptions can be made at the discretion of the Archivist for research-related materials.
7. Only paper, pencils, laptop or notebook computers and other pertinent references or notes may be used in the Archives. Notes must be taken with a lead pencil. Ink, in any form, may not be used. Researchers may bring approved loose paper research notes, hand-held wallets and/or coin purses into the Archives.
8. The use of laptops, tablets or mobile devices is allowed; however, due to facility limitations, use of researcher-owned equipment such as typewriters, tape-recorders, cameras, scanners, and other reprographic devices is at the discretion of the Archivist. The Archivist reserves the right to restrict the use of these devices if they are found to disturb patrons or staff. Researchers should contact the Archivist directly regarding the use of the equipment.
9. Before copying any textual records researchers must show a staff member the original material they wish to duplicate. A researcher may photocopy individual items from the Archives only with the permission of the Archivist. The researcher may not photocopy or scan the item directly. Only the Archivist or Archivist is permitted to manipulate the documents due to preservation concerns.

Paper to paper copies of most documents can be made on library copiers/scanners at the cost of \$0.15 per page. The use of library copiers/scanners is strictly according to the following rules:

- a. Copy only one-age documents, the first page of multiple documents, and modern photocopies.
- b. Do not copy any original documents that must be folded in order to permit copying.
Never remove any staples or fasteners except with the permission of the Archivist.

Documents that cannot be copied on the self-service copier can be copied for researchers by the Archivist. Please ask the staff for instructions on how to order document copies.

Copying with flatbed scanners is permitted; copying with automatic feed or hand-held scanners is not. The limitations on copying documents are the same for scanners as the self-service copier.

10. All responsibility for infringement of legal copyrights is assumed by the user of the materials. Permission to publish any archival material in its entirety or a substantial portion thereof must be requested in writing prior to publication. A copy of any work produced that contains material from our holdings is required to be deposited with us at the time of publication.
11. The Archives will make available to researchers a suggested form citation crediting the repository and identifying items within the collection for later reference.
12. Original records will not be made available when microfilm copies are available. Microfilm to paper copies are \$0.15 per image. When using microfilm, researchers must not remove or use more than one roll of microfilm at the time to prevent mistakes in re-boxing the rolls. Researchers should bring to attention of the Archivist microfilm placed in the wrong box. Care must be taken loading and unloading microfilm from microfilm readers. Damaged microfilm must be reported to the Archivist as soon as it is discovered.
13. Only a limited amount of material may be used at one time. The amount of material given to a researcher at any given time will be determined by the Archivist.
14. The use of some materials, especially those of recent date, are subject to restrictions prescribed in statute or executive order, or restriction specified by the donor or agency from which created the records. The Archivist will advise researchers of any applicable restrictions at the time the record are requested. Legal custody and/or control over access

to some records that are in our possession remains with the agency or creation. All requests to access such records will be sent to the creating agency.

15. Please handle all documents with care. Researchers are responsible for safeguarding the condition of the records that have been brought to them. Documents must not be leaned on, traced, altered, folded anew, or handled in any way that can cause them harm. Archivist members can assist researchers in determining the best way to handle records. Exceptionally valuable or fragile records may be used only under the conditions specified by the Archivist. Researchers may be required to wear cotton or nitrile gloves to handle records, if Archivist deems it necessary (especially photo users).

The following are more specific rules for handling documents:

- a. Open only one box or bound volume at a time.
 - b. Remove and open only one folder from a box at a time.
 - c. Keep records flat on the table at all times.
 - d. Do not fold over and crease pages of the document.
 - e. Put a paper marker in the box in a place of the folder you are using.
 - f. Never loan the documents that you are using to another researcher
 - g. Never mark the documents with your pencil or write on another sheet of paper on top of the documents.
 - h. Maintain records in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert the Archivist instead.
16. When working with still or motion picture records, you must wear white cotton or nitrile gloves, provided by the Archivist, to protect the records.
 17. The Archives holdings do not circulate. Researchers may not remove records from the Archives without the express permission of the Archivist. Removing records without permission or mutilating records is forbidden by law and requires restitution in full replacement value of the materials and, in addition, is punishable by imprisonment in a house of correction for not more than two years or by a fine of not less than one hundred nor more than one thousand dollars, or both. (Ch. 266 § 100 M.G.L)
 18. Eating and drinking are prohibited in the Archives. Smoking is not allowed anywhere in the Library building.
 19. We request that you speak softly at all times. Use wireless phones with discretion or move to an approved area outside the Archives. Loud talking and other activities likely to disturb other researchers are prohibited.
 20. Researchers who refuse to comply with the rules and regulations of this facility, or by their actions demonstrate that they present a danger to the records or a danger or

annoyance to the other researchers or employees, may have their privileges revoked. A researcher whose privileges are revoked will be denied access to the Archives for an indefinite period of time to be determined by the Archivist.

I have read these rules and regulations and agree to follow them.

This form must be completed and signed by Archives users once every fiscal year (July – June)

Date

Signature

Printed Name

Library Card Number