

Researcher Access and Reading Room Policy

Criss Library's Archives & Special Collections includes the University Archives, Arthur Paul Afghanistan Collection, U.S. Senator Chuck Hagel Archives, Special Collections, and Rare Books. Criss Library is committed to preserving these collections and making them available to current and future generations of researchers. Due to the rare and unique nature of the materials in Archives & Special Collections, specific guidelines to access and use the collection apply. To ensure that materials are well-cared for and available for future use, all researchers are required to read and agree to this policy.

- Archives & Special Collections is open for use 8:00 a.m.-5:00 p.m. Monday through Friday. Materials will be pulled up to 4:30 pm. Appointments are encouraged, but not required.
- All items must be used in Archives & Special Collections' reading room. Materials cannot be checked out or removed from Archives & Special Collections.
- Researchers will request materials by completing a call slip and a staff member will retrieve the materials.
- Archives & Special Collections staff are available throughout a researcher's visit to answer questions as well as ensure the proper care and handling of material.
- The number of items given to a researcher for use at a given time is limited and depends on the collection and the condition of the materials.
- Researchers must not remove paper clips or staples from documents. Ask Archives & Special Collections staff for assistance.
- No tracing, folding, marking, or leaning on material is allowed.
- Researchers will keep materials flat on the surface of the table or in book cradles provided.
- Documents housed in folders must remain in the folder. Items must remain in the order in which they are found.
- Limited photocopying is allowed, depending on the condition of the item and copyright restrictions. Researchers may request a photocopy or digital copy from staff. Researchers may use personal cameras.
- Items will be removed and a researcher's privileges revoked if they are observed in any behavior that could damage collection material.
- Researchers will complete a registration form upon arrival, present university or government-issued identification, and sign this form agreeing to observe the Archives & Special Collections Access and Reading Room Policy.

Items allowed in the reading room:

- Laptop, tablet, or other electronic device and power cords (without cases and set to silent)
- Pencil and paper
- Camera (no flash photography is allowed)
- USB drive
- Cellphones (set to silent or vibrate).

Items not allowed in the Reading Room include, but are not limited to:

- Food and drink
- Pens or markers (researchers may use pencils only)
- Outerwear and umbrellas
- Any type of purse, bag, briefcase, laptop case, etc.
- Envelopes and folders
- Personal scanners
- Tripods and lights.

Camera Use in the Reading Room

Researchers are encouraged to use personal cameras when conducting research in Archives & Special Collections. Images are for private study, scholarship, and research use only. The following rules apply:

- Researchers will obtain permission from staff before taking any photographs.
- Researchers will provide a list of all collections photographed.
- Researchers will include in each photograph a strip provided by Archives & Special Collections stating the repository name for citations.
- It is the responsibility of the researcher to keep accurate citations for all items photographed.
- Researchers will not disturb other researchers in the reading room.
- Researchers will not take photographs of the staff, reading room, or other researchers.
- Researchers will not publish images in print, post them on the Internet, nor exhibit them without obtaining permission from Archives & Special Collections.
- Researchers will not donate, sell, or provide the photographs to another repository.
- Researchers may request publication-quality images from Archives & Special Collections. Fees may apply.
- It is the responsibility of researchers to obtain permission to publish from copyright owners.
- Archives & Special Collections reserves the right to deny permission to photograph material at its discretion.

Collections or books to be photographed:

I have read, understood, and hereby agree to comply with the Access and Reading Room policy.

Print Name	Signature	Date
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Staff Only ID # _____ Type of ID _____