



THE UNIVERSITY OF AKRON
UNIVERSITY LIBRARIES
ARCHIVAL SERVICES

READING ROOM POLICIES

1. Please sign the Visitors Register each day you use the Archives.
2. Patrons must present identification in the form of a UA student/employee ID, valid driver's license, or public library card upon entering the archives.
3. **Food and drink (including water) are not permitted in the reading room.**
4. Personal belongings including coats, briefcases, book bags, laptop carrying cases, purses, and umbrellas must be placed in the lockers next to the reference desk. Patrons may carry a pencil, note cards, and paper into the reading room. Laptops, scanners, and cameras are permitted with approval.
5. Patrons should not use cell phones in the reading room as it disturbs other patrons.
6. Patrons must fill out call slips to request materials to be pulled for viewing in the Reading Room.
7. Please keep the records in their present order and arrangement; loose materials will stay in order if turned over like pages in a book. Materials should be kept flat on the table at all times. Materials should be carefully replaced in the folders so that edges do not protrude. Please notify staff if items are misfiled, lose their place, or are protruding from folders.
8. Handle all materials with great care; they may never be leaned on, written on, erased, folded, traced, or handled in any way likely to damage them.
9. **Do not attach anything** including paper clips, post-it notes, rubber bands, tape, or other adhesives to the materials. On the other hand, if these items are already present, do not remove them.
10. Do not rest notebooks, tablets or other objects on top of the books, manuscripts, or archival materials.
11. Use of ink pens and highlighters are prohibited; **please take notes in pencil.**
12. Some items such as unsleeved photographs must be handled with cotton gloves. Please ask the staff for a pair if not provided.
13. Photocopying/scanning is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When permitted, it is limited to single copies for the user's reference use only. Staff will perform all photocopying/scanning. Flag pages to be copied/scanned with approved paper; never insert acidic paper or other items into books or between archival materials. If there are numerous items to be copied/scanned, you may be requested to return at a later date to pick them up. Please see our Fee Schedule for approved fees. Copies of films, videos, oversize items, and sound recordings may be available from an outside vendor.
14. Requests for university records containing restricted or sensitive information must be submitted through a public records request. Please see our Public Records Request Procedures.
15. Some materials cannot be used without specialized equipment such as video and audiocassette players, film projectors, etc. Patrons may be required to return at a later date once proper equipment can be made available.
16. Materials are provided for reference use only. The user agrees to publish no portion of them without the written permission of Archival Services, and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.
17. All materials in Archival Services are non-circulating; they must remain in the Archives at all times.
18. **Patrons must follow all guidelines at all times.** If patrons refuse to follow the policies outlined in this document, **access to materials will be denied.**
19. Theft, destruction or mutilation of the materials is a crime; patrons caught will be prosecuted.

I have read the above regulations and hereby agree to abide by them.

Signature: _____

Date: _____



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PATRON INFORMATION FORM

Name (please print): _____ Date: _____

Address: _____

Company: _____

Phone: _____ E-mail: _____

Local Address (if different from above): _____

Local Phone (if different from above): _____

Subject of Research: _____

Material Requested (if known): _____

Purpose of Research (thesis, class paper, book, article, genealogy, other): _____

Status (Undergraduate, Graduate, Faculty, Staff, Other): _____