

Slippery Rock University Archives
READING ROOM RULES

The Reading Room is provided for the convenience of persons wishing to consult records held by Slippery Rock University Archives. The use of these records is freely granted to all responsible researchers subject to the following rules:

1. Material in the Archives collections may not be checked out.
2. Records must be handled with care. Records must not be leaned on or written on. The order of archival documents has significance; please do not rearrange documents. Pens and/or ink are not permitted; only pencil may be used for note taking in the Reading Room.
3. The Archives stacks are closed to researchers. Briefcases, backpacks and coats must be left with a staff member. Eating and drinking are not permitted.
4. Use of certain materials may be restricted by the donor, by statute, or by University policy. For the protection of the collection, the Archives also reserves the right to restrict the use of records which are not yet arranged or are in process, records of exceptional value, and fragile records.
5. Photocopying of materials will be done by Archives staff only. Restricted materials will not be photocopied.
6. Photography of archival materials requires permission. Please consult with the Archives Technician.
7. Permission to examine materials is granted for research purposes only. It does not include permission to reproduce or publish materials.
8. Permission to publish any Archives materials must be obtained in writing from the Director of Library Services, Bailey Library, Slippery Rock University. Each request must include a detailed description of the proposed publication. Slippery Rock University Library grants publication permission solely as owner of the materials, and such permission does not include literary rights, which must be obtained from the author, his/her heirs, legal representatives or assigns. The researcher assumes full responsibility for conforming to the laws of libel and copyright.
9. A researcher must register in the Archives each day s/he uses its records. The researcher must return all records to the attendant before leaving the room for an extended period.

**Slippery Rock University Archives
READING ROOM REGISTRATION**

Name: _____ Date: ___/___/___ Time: _____

Campus Address: _____ Phone: _____

Permanent Address: _____ Phone: _____

Student: _____ Faculty/Staff: _____ Administrator: _____ Public: _____

If you are a student, please indicate the course your research supports and the faculty member directing the research.

Course: _____ Faculty member: _____

Area of research / material desired: _____

How will the material be used: _____

I would like to request the following, if allowed by the Reading Room Rules:

- photocopying permission to photograph materials permission to publish

I have read the Reading Room Rules and agree to abide by them.

_____/_____/_____
(Signature) (Date)

Staff Use Only

<p><i>Identification Card:</i> _____ <i>Driver's License # :</i> _____ <i>Letter of Introduction:</i> _____</p>

The patron has been instructed in the use and handling of the Archives resources.

(signature of Archives attendant on duty)