

Upper Iowa University

Archives Users

Our materials are unique, often old, and sometimes brittle or easily damaged. To preserve our materials for future use we have developed the following rules. Failure to comply with these rules may result in denial of access to the collections. Theft or mutilation of materials is a crime that may be prosecuted. You must agree to abide by these rules before you are given any materials.

Researcher Registration

Archival researchers are required to fill out a Researcher Registration form. Every time you receive an archival box, volume or other archival material, you must acknowledge receipt on the back of the Registration form.

Personal Belongings

You will be provided with a place to put your backpacks, purses, binders, books, jackets, or any other personal items. For the safe-keeping of our documents, patrons are only permitted to bring paper, pencils (no pens), laptops and tablets (no cases), cameras, or tape recorders into the reading room. We will provide paper and pencils if requested. Upon leaving all personal items used by visitors in the Reading Room are subject to search and inspection by Library staff.

Rules for Handling Archival Materials

Archival collections are shelved in closed stacks. A staff member will bring the materials to you. Materials may not be removed from the Reading Room.

1. Only pencils (no pens), paper, computers, and cameras may be used to take notes
2. Only 1 box and 1 folder on the table at a time.
3. Use a document marker to hold the folder's place in the box.
4. Keep the pages in order; turn sheets like the pages of a book.
5. Items are not to be removed from the folder.
6. If you find *any* problems (such as pages out of order, torn or marked pages, etc.), notify a staff member. Do not try to fix or rearrange the items yourself.
7. Wear gloves when handling loose photographs or when otherwise indicated by staff.

Copying Policy and Procedure

You are allowed to make copies using your own camera for personal use only. Flash is not allowed.

Copyright and Publications

It is the researcher's responsibility to conform to all legal, literary, and property rights, libel laws and copyright provisions attached to the materials used. The UIU Archives will not be responsible for the infringement of any such laws.

If you wish to duplicate materials for exhibition, publication for a website, or other public distribution, please speak with the archivist.

Copyright Compliance and Provisions for Use

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Cite materials used. Preferably include the Item, File, Subseries and Series information. Minimally include the Collection, Archives, Upper Iowa University.

Please sign indicating that you understand and agree to these statements.

Signature

Date