

## **University of Northern Colorado – Archives & Special Collections**

### **READING ROOM POLICIES**

We welcome all students, researchers and members of the general public to the Archives & Special Collections Reading Room. Appointments are not required but because our materials are not open for browsing, we recommend requesting your materials in advance of your research visit.

Researchers are expected to complete the registration form annually before using the collections. Information is kept confidential under Library policy. A signature on the form indicates that the researcher understands and agrees to follow the Reading Room policies.

- Please silence your cell phone.
- Eating and drinking are NOT permitted in the Reading Room.
- Personal belongings must be placed in the provided lockers before using archival materials.
- The use of pens, Post-it notes, metal paper clips, staples, tape and other adhesives is prohibited (pencils are available in the archive).
- Personal computers, cameras, and recording devices may be used with permission.
- Access to the collection storage areas is restricted to staff only.
- Before leaving the Reading Room, all materials must be left in the designated area.
- Materials will not be paged/pulled within the last thirty minutes of the business day.
- Appointments outside normal business hours are subject to staff availability and other commitments.
- If a class is being held in the Reading Room, researchers may be asked to come back at another convenient time.

### **Handling Archival Materials**

The vast majority of our holdings are unique, rare or fragile. We ask that researchers help preserve these items for future generations by following these procedures:

- More than one box or volume of material may be requested for research, but only one unit may be used at a time. Remove only one folder at a time from boxes. A staff member will provide “out” cards so that researchers can mark where folders have been removed.
- Please keep the contents of the folder in the order in which they were found. If folders or materials appear to be out of order, please alert a staff member.
- Materials must lie flat on the tables. Please do not fold, trace, write on, lean on, or otherwise handle the documents in ways likely to damage them.
- Gloves may be required to handle our materials, particularly negatives, photographs, metal objects, and prints. A staff member will provide these gloves when necessary. Photographic materials should only be handled by the edges.

## Reproduction of Archival Materials

- Digital cameras and cell phones (without the flash) may be used with permission in the Reading Room with most archival materials.
- Photocopying is available for most materials. The first 25 regular photocopies are free, beyond that please see our website for our fees. Some materials may require copying by the Archives and Special Collections staff.
- Personal copiers and scanners are not allowed except by permission of the Archives and Special Collections staff.
- Archives and Special Collections reserves the right to deny permission to photograph or copy items due to preservation concerns, donor restrictions, and/or copyright restrictions.

## Citing and Copyrights

- Permission to capture images for research purposes does not constitute the right to distribute or publish these images. Such rights are secured only with the joint permission of the copyright holder(s) (if applicable) and the University as owner of the material. It is the patron's responsibility to determine the copyright status and to obtain any required permission from the copyright holder(s).
  - Uses for which you need to seek permission to publish:
    - Public display in any form, electronic or hard copy.
    - Publication in any form, whether modified or not.
    - Use in television, video or film.
  - Uses for which you do not need to seek permission to publish:
    - Non-profit educational purposes (class papers, research, classroom use).
    - For purposes such as criticism, comment, and news reporting.
- Researchers must cite materials they use in publications using the following preferred format: Description of Item, Collection Name (##), Archives and Special Collections, James A. Michener Library, University of Northern Colorado, Greeley, Colorado.