

Appointment

Make an appointment to do research in the Clayton State University (CSU) Library Archives. Some requested items may take longer to locate than others. Requested items will be pulled for your appointment time.

Materials Brought to the Archives Reading Room

Researcher must stow coats, books, backpacks, computer cases, briefcases and bags in the designated area in the Reading Room. The Library Archives nor the staff are responsible for items stowed or left in the Reading Room.

Registration

1. Each researcher is required to complete a research application for each research project.
2. Each researcher is required to sign in for each visit.
3. By signing in, you agree to abide by these rules. For the protection of our materials and collections, you may be denied access if you do not comply with the rules.

Smoking, Eating and Drinking

1. No food or drink, even in a covered container, is allowed in the Archives. This includes water.
2. No gum, mints, or other edible items are allowed.

Equipment

While using archival collections, you may have a laptop computer with you.

1. No scanners, cameras, or cell phone cameras can be used.
2. While in the Archives, all personal electronic devices (i.e. cell phones) must be muted. If a cell phones rings, you will be asked to leave the Archives' Reading Room to take your call.

Handling of Materials

1. You are requested to wash your hands before coming to the Archives. Do not use hand sanitizers or lotions.
2. Do not use ink or ballpoint pens, felt-tipped markers, or similar writing implements.
3. Use only paper and pencils provided.
4. Lay your pencil down when handling the materials.
5. Do not mark on materials or erase existing marks.
6. Do not write notes with your paper onto of materials.
7. Do not fold, tear or cut documents
8. Do not make tracings or rubbings.
9. Keep unbound materials on the surface of the table and leave them in the folder while using them.
10. Turn pages gently.
11. Do not rest books or other objects on the surface of collection materials.
12. Use book cradles for books. Book cradles are provided.
13. Do not apply paper clips, fasteners, staples tape, post-it notes or rubber bands.
14. Do not touch the surface of loose sheets or book pages if they can be handled by the edge.

15. Use gloves to handle film, photographs, and negatives. Gloves will be provided.

Maintaining Original Order - To protect the integrity of the archival documents, the original order must be maintained by:

1. Request only one record series/collection at a time.
2. Use no more than one box at a time.
3. Use one folder from a box at a time. Leave a colored sheet of paper to mark the folder's place in the box. Colored paper will be provided.
4. Maintain the existing order of materials within each folder and box.

Circulation

1. No materials, documents, or collections belonging in the Archives will circulate.
2. Exceptions may be made for offices or persons requiring use of materials they transferred/donated to the Archives, provided they have prior approval of the University Archivist.

Reproduction

1. No self-service duplication of materials is permitted.
2. Materials may be photocopied or scanned in accordance with the limits of the Copyright Act and the Archives' policies.
3. Researchers should submit a Duplication Request form for items they wish copied.
4. Archives' staff will do all photocopying and scanning.

Restricted Materials

1. The use of certain documents may be restricted by state or the office of origin/donor.
2. For the protection of its holdings, the CSU Library Archives also reserves the right to restrict the use of materials which are not arranged or are in the process of being arranged, materials of exceptional value, and fragile items.

Publication

1. Obtain permission from the CSU Library Archives before unpublished documents can be published.
2. In giving permission to copy, quote from, or publish, the CSU Library Archives does not surrender its own right to publish such material or grant permission to others to do so.
3. The researcher assumes full responsibility for use of material and for conformity to the laws of defamation, privacy, and copyright.

Rules for Using the Archives Continued – Page 3 of 3

Citation

In citing sources from the Archives the form should be as follows:

Identification of the item and titles of the Record Group or Collection, Clayton State University Library Archives and Special Collections, Clayton State University Library, Clayton State University, Morrow, GA.

I have read and understand the above *Rules for Using the Archives* (Page 1, 2 and 3) and agree to comply with all rules.

_____ Signature	_____ Print Name	_____ Date
_____ Archives' Staff Member Signature	_____ Archives' Staff Member Printed Name	_____ Date

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