

Archives Use Guidelines

Hours and access:

- The Archives is open Monday-Friday 8 a.m.-4:30 p.m., and by appointment.
- The Archives serves the University community as well as individuals and organizations regionally, statewide, nationally, and internationally. The Archives is open to the public. Appointments are not needed but are encouraged for researchers traveling from a distance.
- Patrons are not allowed to access the Archives collections without a staff member (or work-study student) present.

Registration:

- All patrons using the Archives for the first time must complete a registration form.
- Archives users are not required to have a UMFK library card; a form of photographic ID is required to register for access.

Circulation:

- As a general rule, Archives reference materials do not circulate; exceptions may be made on a case-by case basis.
- Manuscript collections never circulate. Photocopy and scanning services are available.

Materials and Archives reading room usage:

- No personal belongings (such as backpacks, purses, book bags, coats, and notebooks) are permitted in the Archives reading room. Individual sheets of paper and laptops are permitted.
- Eating and drinking in the Archives reading room while accessing materials is prohibited.
- The use of ink while accessing materials is prohibited (patrons may see staff for a pencil if they do not have one available). No marks of any kind, nor tears, folds, or creases, may be made on any Archives materials. Do not rest note-taking materials directly upon collection materials; tracing is not permitted. Books should not be propped up, as this puts pressure on the spines.
- All manuscript collection materials must be maintained in their original order (the order in which they appear in folders and boxes).
- Only one folder should be removed from a box at a time.
- Gloves should be worn when handling photographs; these will be provided by staff.
- Due to donor agreements or fragile nature, some materials may be restricted from use at the discretion of the staff.

Photocopying, scanning and publication:

- All materials desired for photocopying/scanning must first be approved by staff, as some may be deemed too fragile. Staff may deny photocopy/scan requests at their discretion.
- Patrons accept full responsibility for complying with the laws protecting copyright and privacy rights.
- Photocopies/scans may be made for the sole purpose of personal research or education; copies may not be transferred to other parties or published without explicit permission. Any reader wishing to publish Archives materials agrees to obtain appropriate permission prior to publication. Contact staff for further information.

Loan of Archival collection materials:

- Materials from the Archives may be loaned to individuals, institutions, or organizations only under the following circumstances:
 1. Authorization is obtained from the Archives Advisory Board;
 2. The Director provides written permission for the loan;
 3. The borrower ensures adequate care and handling of the material on loan.
- If at any time the Archives determines that the material on loan is not being cared for adequately, the Director may cancel the loan and request the immediate return of the material.