

# Policies Governing Use of Materials

The Museum Research Collections are open to researchers by appointment during regular business hours Monday through Friday, and follows the general schedule of the University calendar. Researchers are advised to telephone prior to visiting for available viewing hours. Donors have imposed restrictions on the use of certain materials and information governing the use of any specific group of manuscripts will be supplied upon request. Reading privileges in this room are granted subject to the following policies.

All materials are maintained in closed stacks that are not open to patron access. Requests for cataloged books will be made with call number, author, and title. A separate request form will be completed for each separate title requested by the patron.

## Care of materials:

- No materials may be removed from the Collections area without the express consent of professional staff.
- Do not place note/writing paper over Collection materials.
- Pencils only are allowed when working with collections.
- Place writing utensils down when turning pages. Acid-free bookmarks will be used to replace any items taken out of order.
- Turn pages in a manner that will not bend, dog-ear, tear or otherwise damage them.
- Please notify staff of problems that you may notice with a collection.
- Photocopying of most Research Collection materials is possible by request when photocopying does not result in injury to the item being copied. Each item requested will be reviewed by the appropriate professional staff, and photocopied by Museum staff. See fee schedule for applicable charges.
- Photographs/objects will be handled one at a time.
- Patrons may not eat or drink\* in the areas of the Research Collections.  
\*Only closeable bottles with water in them are allowed.
- Patrons will wear gloves (furnished) while handling materials.
- Cameras and other recording devices are not allowed in the Archives.

Patrons will have only paper and pencil in their possession while using Collection materials. The following guidelines are noted for items most commonly brought into the Collections area:

- a. Back-packs, bags, brief cases, etc. - Kept on table provided in Collections area
  - b. Fanny packs, purses - Kept on table provided in Collections area
  - c. Computers - Computers may be used by patrons, computer cases kept on Collections area table
  - d. Coats and other garments not worn - Kept on coat rack.
- \*Items of value, including wallets, jewelry, and checkbooks, should be kept with the patron at all times.

Patrons should remove their personal equipment/belongings from the Collections area whenever they leave the Reading Room. The Museum is in no way responsible for items lost or stolen while located in the Reading Room.

Research Collections staff may deny patrons immediate or future use of materials for improper or damaging activity or for violating the above policies.

I have read, understand, and express my intention to comply with the regulations governing the use of holdings of the Michigan State University Museum.

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Name (Please Print)

Signature

Date

Prospective readers should bear in mind the restrictions on photocopying and publication imposed by the Copyright Act of 1976. It is the responsibility of the prospective users or their publishers to determine the copyright status or obtain the required permissions before publication of manuscript material from the Museum's collections.



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