Rules for the Use of the
Global University Archives Collections

The Global University Archives grants access to its holdings subject to University policies and donor restrictions. The following rules apply to the use of all Archives holdings.

Registration
• All researchers must sign in at the reception desk in the main lobby.

Reading room use
• Coats, briefcases, backpacks, computer cases and other belongings must be left in the main lobby coatroom.
• Only note-taking materials (notepaper, pencils, laptop, digital camera) may be taken to the Archives reading room.
• Use pencil only. Pens, highlighters, and post-it notes are not allowed.
• Food and drink, including gum, candy, and water, are prohibited from the reading room.

Requesting materials
The Global University Archives stacks are closed and collections do not circulate.
• A separate call slip must be completed for each item requested.
• No material will be retrieved for reading room use after 3:45 pm.
• Only a limited amount of material may be kept at the table.

Handling collections
All material must be handled with great care; researchers who mishandle material may be denied access to collections.
• Do not remove any items from a folder.
• Do not rearrange any items within a folder or any folders within a box. If material appears to be out of order, please tell the reference staff.
• Do not place notebooks, notepaper, or computers on top of material.
• Gloves must be worn when handling photographs.
• When leaving for the day or an extended break, return all materials to their proper containers and bring the containers to Archives staff. Materials not used for one week will be returned to storage.

Copy requests
All copy requests are subject to the approval of the Archives staff. Some material cannot be photocopied due to physical condition or other restrictions. For more information, see Reproductions.
• Self-service photocopying is not available.
• Prior permission is required for the use of cameras and tape recorders. Scanners are not allowed.

Publication
Access to Global University Archives collections does not convey permission to publish or distribute material in any format. For more information about permission to publish, see Permissions.

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