

RULES FOR USE OF ARCHIVAL MATERIALS

REQUIRED FOR ACCESS TO COLLECTIONS:

- A driver's license or other photo identification.
- A signed researcher registration form and applicable restricted use statements.
- Storage of briefcase, portfolio, notebook, coat, computer case, purse, backpack, etc. in a locker outside the Reading Room. Tokens required to operate the lockers are available at the Reading Room desk.

USING ARCHIVAL COLLECTIONS:

- All materials are to be used only in the Reading Room.
- Theft or mutilation of Reuther Library materials is a crime that will be prosecuted.
- Pencil, computer, or audio recording devices may be used for taking notes. Use of audio recording devices should not disturb other researchers.
- Pens and scanners of any type are prohibited.
- Patrons may not eat, drink, or talk on cell phones in the Reading Room.

DUPLICATION AGREEMENT AND COPYRIGHT NOTICE

DUPLICATION RESTRICTIONS:

- There is a digital imaging fee of \$10.00 per day. There is no charge to patrons who take up to ten images.
- Photocopies and digital reproductions are provided for personal research needs. This service does not in any way constitute or represent a purchase of the material or its contents. Some collections may have particular duplication restrictions that were imposed by the donor.
- Photocopies and digital reproductions are not to be transferred to another person or placed in another institution. The Reuther reserves the right to request the return of copies and digital images.
- Patrons must request publication-quality images of any material from the Reuther Library at its standard fees.
- Cell phone cameras and tablets may be used to duplicate material.
- Flash photography is not permitted.
- Tripod use is permitted so long as other patrons, and their research space, are not disturbed. Patrons are prohibited from placing tripods on archival material.
- The Reuther reserves the right to refuse to duplicate materials for conservation reasons.
- The Reuther reserves the right to determine the amount of photocopies or digital reproductions that a patron may request. Entire collections will not be duplicated.
- Questions regarding these policies should be directed to the Reference Archivist.

COPYRIGHT NOTICE—WARNING CONCERNING COPYRIGHT RESTRICTIONS

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