

WALTER P. REUTHER LIBRARY
RULES FOR USE OF ARCHIVAL MATERIALS

1. Items such as a briefcase, portfolio, notebook, coat, computer case, purse, backpack, etc. must be stored in a locker inside the Reading Room.
2. Pencil, computer, or audio recording devices may be used for taking notes. Pens and scanners of any type are prohibited.
3. All materials are to be used only in the Reading Room.
4. To request materials, please fill out a call slip, complete with accession/identifier number, and give it to the archivist on duty. Patrons may request up to 6 boxes at a time.
5. Use only one box at a time. Remove only one folder from a box at a time. Use "Out Cards" (available at the archivist's desk) to mark the folder's place within the box.
6. Do not fold, write on, or otherwise damage the papers. Please turn pages carefully.
7. The exact order and arrangement of the materials in the collections must be maintained. Make sure all sheets are straight and that no page edges protrude from the folder before returning the folder to the box.
8. Do not rearrange items or remove anything from folders.
9. Patrons may not eat, drink, or talk on cell phones in the Reading Room.
10. When citing materials, please use the full name of the collection and of the Reuther Library. In the event that this research becomes a source for publication, the Reuther requests a copy of the publication.
Example: The John Doe Collection, Box 9, Folder 23, Walter P. Reuther Library, Archives of Labor and Urban Affairs (or University Archives), Wayne State University.

IMAGING POLICY

1. There is a digital imaging fee of \$10.00 per day, plus tax for patrons taking more than 10 images. There is no charge for WSU undergraduate students.
2. Patrons may use a digital camera, cell phone, or tablet to take images. The Reuther Library does not have cameras available for patron use. Flash photography is not permitted.
3. Patrons are not permitted to take images of photographs.
4. 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.
5. Patrons are responsible for recording information about the images they take on the *Digital Image Request Sheet* (available at the archivist's desk).
6. For citation purposes, include the folder tab in the image to help with identification.