



Policy: 01-52-00

University Archives and Rare Books

OFFICE OF RECORD: Karl E. Mundt Library

ISSUED BY: Library Director

APPROVED BY: 01-52-00

EFFECTIVE DATE: 3/27/01

Rules and Information Governing the Use of Materials

Policy

The University Archives and Rare Books Research Room provides access to archival collections that include official records of Dakota State University, newspapers and rare books. The research room is open by appointment only. **NO MATERIALS WILL BE LOANED.**

Procedures

Registration

Researchers must be 18 years of age or older. New researchers are required to complete a registration form and present picture identification and proof of current address in order to use the collections. Registration is updated annually.

All researchers are required to sign the register daily.

To maintain security of DSU's irreplaceable documentary heritage, all personal items such as outer coats, bags, briefcases, purses, waist packs, backpacks, computer cases, packages, clipboards, notebooks in covers, portfolios, folders, or envelopes are not permitted in the research rooms. Computers, typewriters, tape recorders, and cameras may be used with permission.

Only pencils, unbound note paper, legal pads, index cards, portable computers, and loose research notes are allowed at the work tables. The staff will provide pencils and note paper upon request.

Use of Collections

Material in the Archives Room is available to all researchers on equal terms of access. Privileged or exclusive use of material will not be granted any person or persons, nor is access to any body of material denied unless specified by legal, donor, or purchase restrictions.

To request a record, complete a service slip. Complete one slip for each request. Submit only one slip at a time. A copy of the slip will accompany the served records and must be returned.

Original records will not be served if a photocopy or microfilm reproduction is available. Only the researcher to whom the records are charged is allowed to handle the records. Some special collections or documents may have an access restriction at the discretion of the Mundt staff. **THERE WILL BE RESTRICTED ACCESS TO RECORDS THAT ARE TOO FRAGILE TO HANDLE AND MATERIALS THAT HAVE NOT BEEN PROPERLY PROCESSED.**

Conferences with others must be held outside the Research Room.

No requests for materials will be accepted 30 minutes prior to closing. All charged records must be returned (with stack service slip) to the desk 10 minutes prior to closing.

Researchers must exercise care in handling all documents. The following rules must be observed:

- There will be no book bags, briefcases, books, handbags, or other items for carrying materials brought into the archive rooms.
- The Archives is a smoke free and food/drink free environment.
- Use pencil only.
- Use only one box, one folder of records at a time. Remove only one folder at a time.
- Do not remove materials from their folders.
- Maintain the existing order of records.
- Do not place anything on top of documents.
- Do not trace or lean on any portion of a document.
- Materials must be placed flat on tables and not held in the hands or in the lap.
- Use care in turning pages to avoid tearing or other damage.
- Follow correct procedures for photocopy requests.

Photocopy Procedures

Thank you for visiting the University Archives at the Karl E. Mundt Library. We appreciate your cooperation in observing the following photocopy procedures:

The Mundt staff will determine if an item is suitable for photocopying. Some items, such as bound volumes, may be too fragile, large, or heavy to be photocopied, and alternate means of reproduction will be suggested. Hand held cameras may be used with prior arrangement, but hot lights are not permitted. The use of scanners is not permitted. The Mundt staff reserves the right to refuse to copy material that may be damaged by photocopying. Material cannot be photocopied if there are donor-imposed restrictions on reproduction, or if the original is owned by another repository.

The Mundt staff may limit the number of photocopies a researcher is granted. All copies are made by the Mundt staff at the patron's expense.

Because materials may not be removed from their folders and the existing order of records must be maintained, document markers are provided at each table for identifying the location of materials to be copied. Patrons may keep these markers and they are urged to annotate them. They should be placed directly in front of any document(s) you want copied. Please bring the entire folder or box to the desk for copies to be made.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of those specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Mundt Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law. The Mundt Library will not be liable.

Requests for permission to publish should be directed to the Director of the Library.