



Catherine McElvain Library & Archives

Materials Use Agreement

Archival collections are unique and inherently fragile and require special handling to ensure their availability for future researchers. The library maintains standard procedures for the use of archival materials. All of our researchers are asked to read and sign the following agreement before using the collection.

\_\_\_\_\_  
Initials          Pencils will be provided; we request that no pens be used. Laptop computers are permitted.

\_\_\_\_\_  
Initials          No food or drink is permitted in the area.

\_\_\_\_\_  
Initials          Please do not lick fingers to turn pages.

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Initials          Please do not use sticky Post-it notes, we will provide acid free bookmarks.

\_\_\_\_\_  
Initials          Please keep papers in their original order in the folders.

\_\_\_\_\_  
Initials          Do not remove papers you would like photocopied; leave them in place. We will provide bookmarks to place in the files.

\_\_\_\_\_  
Initials          Staff will photocopy archival materials for you at a charge of 20 cents per page. If the number of pages requested is small, the copying can be done right away. If the number of pages is large or if library staff is busy, we will copy and email a pdf file to you, or you may pick up paper copies later.

\_\_\_\_\_  
Initials          Permission to publish photographs in the collections can be requested through another form. Please ask for the Image Reproduction Request form.

We also appreciate any comments: about the collections, the items you may find in them if you have special knowledge, or other collections you know of that may be related. Thank you.

Print name:

Signature:

Date: