



Catherine McElvain Library & Archives

The library welcomes researchers' use of SAR archival materials with apologies that our resources and staffing are limited. We thank you for your understanding and cooperation. The building can accommodate one archives researcher at a time. Many collections are partially processed and do not have complete finding aids. Whatever documentation exists on a collection will be provided to aid researchers. We do not have the staff to perform research on your behalf such as searching through boxes or folders. For those who cannot visit in person or do not have time to conduct their own research, we recommend hiring an independent researcher.

- Access to archival materials is by appointment only with the librarian.
- Appointment times are a maximum of 2 hours:
 - Mornings at 10:30-12:30 and/or afternoons at 2:30-4:30.
- Archival material must be requested in advance before visiting in person. *No archival materials will be retrieved during the appointment.*
- A maximum of 5 boxes may be accessed per day. Boxes will be viewed one at a time.
- The archives research area is the table in the main room with the catalog computer. *Archival materials may not be taken into the study carrels in the book stacks or anywhere else in the building.*
- Photocopying of materials is performed by the librarian for a fee. Researchers may flag items for photocopying by using the provided acid-free bookmarks.
- Photocopy requests and photograph permissions requests will be filled after researchers' visits and emailed as PDF attachments or jpeg files.

Research in the Library Archives:

Step 1

Visit the Archives page of the library website for information about which archives collection may contain materials relevant to your research. Contact the librarian for additional documentation on specific collections, such as finding aids or inventories, that will help you determine which boxes to request.

Step 2

Complete the **Research Request Form**, which is available on the library website. Printed forms can be mailed to researchers upon request. Include the collection boxes or folder numbers that you wish to see. Request an appointment. The librarian will respond with available openings.

Step 3

Before handling archival materials, researchers will be asked to **read both sides of this form, initial and sign**. Gloves are required for handling photographs and will be provided if necessary.



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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.

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. We will copy and email a pdf file to you, or you may request paper copies .

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: