READING ROOM POLICIES FORM

Instructions: Each new patron should fill out a reading room policies form upon entering the reading room and return the completed form to the archives staff member on duty. Archives staff should attach this form to the Patron Information Form and file the form in the “Patron Information File” in the Archivists Office. Direct questions to the University Archivist.

The following policies have been drafted by the University Archivist/Special Collections Librarian of the William F. Maag, Jr. Library at Youngstown State University to ensure the protection of the collections, our staff, and our patrons. Users of the collections must follow all policies in order to access and research the materials in the department. Archives staff have the right to enforce all policies written herein. In addition, we reserve the right to add additional policies or change the following policies at any time if deemed necessary. If a policy is broken, Archives staff may deny the patron access to the collections and possibly ask the patron to exit the premises and deny future access. We ask our patrons to observe the following guidelines:

1. All users must register (this form), complete and submit a Patron Information Form, and sign the user log each time upon entering and leaving the reading room.
2. Patrons must be at least 16 years of age unless accompanied by an adult. It is preferred that patrons accompanied by children make other arrangements for them.
3. All patrons (including Maag Library and YSU faculty and staff) must be accompanied by an Archives staff member at all times. If an Archives staff member is not available, access to the reading room will be denied. If the staff member has to leave the Archives for any reason and another staff member is not available, patrons will be requested to leave the reading room until a staff member returns.
4. Personal belongings (coats, briefcases, book bags, large purses, umbrellas, etc.) are not permitted in the reading room. These items can be placed in the lockers outside the Archives. Staff will provide a locker key. Patrons may carry a wallet or coin purse, pencil, note cards, and paper into the reading room. Laptop computers are permitted, but not typewriters, which may disturb other patrons. Cameras and recording equipment are not permitted in the reading room unless approved by the Archivist.
5. Patrons are requested to turn off cell phones and pagers while in the Reading Room.
6. Archives staff reserve the right to inspect the researcher’s personal belongings before the patron leaves the premises.
7. Due to preservation concerns, food, drink (including water), and use of tobacco (including smokeless) are not permitted in the reading room.
8. While researching the collections, please keep the records in their present arrangement; loose materials will stay in order if turned over like pages in a book. Do not hold items extended in midair or place them on your lap. Materials should be kept flat on the table at all times. Materials should be carefully replaced in the folders so that edges do not protrude. Please notify staff if items are misfiled, lose their place, or are protruding from folders.
9. To prevent accidental misplacement of materials, patrons are permitted to use only one box and one folder of materials at a time.
10. The researcher is responsible for safeguarding any materials made available to them. Archival materials should never be leaned on, written on, erased, folded, traced, or handled in any way likely to damage them.

(OVER)
11. Due to the risk of inadvertent damage to documents, use of ink is prohibited; please take notes in pencil. If you do not have a pencil, Archives staff will provide one.

12. Some items, such as older manuscripts and drawings, leather bound rare books, and unsleeved photographs, must always be handled with cotton gloves. Ask staff to provide you a pair if you are handling these types of materials.

13. Do not rest notebooks, tablets or other objects on top of the books, manuscripts, or archival materials or use your pencil as a pointer. Tracing of documents is not permitted.

14. Do not attach anything including paper clips, post-it notes, rubber bands, tape, or other adhesives to the materials. On the other hand, DO NOT remove these items from archival materials. In the case of unprocessed collections, these objects may provide information about the items and how they are organized. In addition, damage can be caused to materials if these objects are not removed properly by a trained professional with proper tools.

15. Access to unprocessed collections or partially processed collections will be at the discretion of the Archivist.

16. Researchers may be required to use microfilm, duplicates, or other forms of reproduction instead of original materials when they are available.

17. Do not insert paper into book pages or between manuscripts, photographs, or other materials. Archives staff will provide acid-free archival safe copy slips if you need to flag a page in a book or document in a folder to be copied.

18. Photocopying is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user’s reference use only. Staff will perform all photocopying. If there is a lot of copying, you may be requested to return at a later date to pick them up. All photocopies are .10 cents a page to be paid in cash or check. Checks should be made payable to Youngstown State University. Copies of photographs, films, videos, and sound recordings may be available from an outside vendor. Please see our Photoduplications Policies for further information. These are available at the staff desk in the reading room.

19. Some forms of materials cannot be used without specialized equipment such as microfilm readers, video and audiocassette players, film viewers, etc. Since this type of equipment is not currently available in Archives, you may be requested to make an appointment to return once proper equipment can be made available, if it all possible.

20. Materials are provided for reference use only. The user agrees to publish no portion of them without the written permission of the Library, and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.

21. The location of manuscripts quoted or referred to in published or unpublished papers should be accurately and precisely noted. Researchers should follow this format for citations: identification of item, name of collection, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

22. All materials in the Archives & Special Collections DO NOT circulate; they must remain in the Archives at all times.

23. Theft, destruction or mutilation of the materials is a crime; patrons caught WILL BE prosecuted.

The user must read and sign this form before using any materials. By signing this form, the user acknowledges responsibility to observe the above guidelines set by the Archives & Special Collections of the William F. Maag, Jr. Library of Youngstown State University.

Name: ____________________________________________

Signature: _________________________________________

Date: ____________________________________________