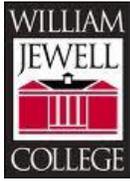
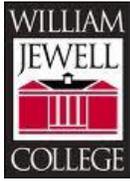


GUIDELINES FOR USING MATERIALS IN THE ARCHIVES

1. All users must sign the Registration Log in the Archives Reading Room. The researcher also needs to read and sign the Rules of Consent form (included in this section) before they are able to handle materials. By signing this form, the user agrees to observe the guidelines listed. The Researcher must also file an Archives Reference Request form (included in this section). The Reference request form identifies the researcher as well as the subject of the research.
2. Users must furnish photo identification when registering to use the Archives for the first time. A copy of their identification may be made and kept on file.
3. Food and drink are not permitted in the Archives Reading Room. No smoking or other tobacco use is allowed in the archives. No gum chewing is permitted.
4. Coats, briefcases, book bags and other personal property not essential to research projects must be placed in a secure location away from the research area.
5. The use of personal computers and audio and video recording equipment are allowed. Hand-held scanners and other digitization devices are not allowed unless permission is obtained from the Archive Librarian.
6. Materials are to be used only in the Archives Reading Room under the supervision of the Archives staff. The quantity of materials made available for examination at one time may be limited.
7. Ink pens are not allowed as they may inadvertently damage materials in the collection. Record notes in pencil only.
8. All stack areas of the archives are closed to patrons.
9. Materials must be handled with care. Do not write on, fold, lean on, or roughly handle archival materials. Materials cannot be removed from their protective coverings.
10. Only one folder of materials may be opened and in use on the research table at one time. Items are not to be removed from their folder except with the guidance of the Archives staff.
11. Keep the records in their present arrangement. If a mistake in order is found, please make the staff aware of the problem.
12. When handling photographs, researchers must wear white cotton gloves provided by the Archives.



13. Photocopying is allowed as permissible by the condition and size of the item. All copying is done by the Archives staff. A list of copy fees will be provided upon request.
14. The copyright law of the United States (Title 17 U.S. code) governs the making of photocopies and other reproductions of copyrighted materials. Under certain conditions specified by the law, copies may be provided for individual researchers' private study. The copies are provided for individual use and may not be further reproduced, published, broadcast, displayed, offered for sale, transferred to another individual, or deposited in another institution without written permission from the William Jewell College Archives and the copyright holder.
15. These materials are provided for reference use only. The user agrees not to publish them without the written permission of the Archives. Permission can be obtained by completing a Request for Permission to Publish, Exhibit or Broadcast form. In no case does permission to publish imply transfer of copyright or propriety rights. Any publication of material from the Archives must credit the William Jewell College Archives. Additional restrictions may be imposed by the donor or the donor's family.
16. Citations should follow this format: Identification of item, Collection Number or Collection Name, Container and File-Folder Location or LC Call Number where applicable, William Jewell College Archives.
17. The user agrees to allow the Archives staff to inspect all materials present at the research table before the researcher departs the Archives Reading Room.
18. Reasonable accommodations will be made to ensure that all qualified persons have access to the Archives holdings.



Charles F. Curry Library Special Collections and Archives
William Jewell College

RULES OF CONSENT FORM

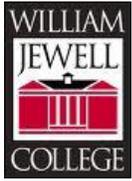
I, _____, have read and agree with the *Guidelines for Using Materials* in the Archives at Charles F. Curry Library. By signing this form, I agree to observe all user guidelines listed. I understand that Charles F. Curry Library must be acknowledged in any publication or production resulting from the use of this collection and have read the *Policy on Copyright and Publication* (Section 8.7). I understand that failure to comply with the policies and guidelines may result in loss of access to the Archives and legal action.

Researcher's signature

Date

Author's signature (if different from Researcher)

Date



Charles F. Curry Library Special Collections and Archives
William Jewell College

ARCHIVES REFERENCE REQUEST FORM

Date: _____

Name: _____

Address: _____

Telephone: _____

E-mail Address: _____

Requesting information about:

Received by: _____ Date: _____
Staff Name