

Reading Room Expectations

Anyone with a photo ID may use these collections. Everyone, staff and researchers alike, are subject to these expectations. We seek a safe, comfortable, and welcoming environment for your research and preservation of materials for future users. We share this responsibility with you.

We may deny you access to the Reading Room and collections if you do not comply with these expectations.

We observe University of Arizona holidays and closures. We post shortened hours or other closures at our building entry and online for scheduled events.

This is not a silent space. We conduct conversations as we provide service. You may expect sufficient quiet for study and freedom from unnecessary interruption. Please let staff know if your research is disrupted.

Please silence mobile phones, conduct conversations outside the Reading Room, and maintain volume on headphones at a level inaudible to others.

Food, beverages, including water, candy and gum are not allowed.

Please place coats, jackets, bags, briefcases or other containers, and notebooks, notepads, or binders in lockers. Staff may ask to inspect anything you bring into the Reading Room before you leave.

Staff will assign you to a table. Do not seat yourself elsewhere. We must have an unobstructed view of you, your table, and materials at all times.

Theft of materials is a crime. Mutilation of materials is a crime. No researcher may remove materials from the Reading Room at any time.

Handle all materials with care. Do not lean on items, write on them, or alter them. Materials remain flat on tables or provided cradles or supports.

Clean, dry hands preserve materials. We provide gloves when needed.

Please use one manuscript container or one photograph file at a time. Remove one folder at a time from a container, mark its place, and return it before removing another. Contents must remain in folders and original order.

We will assist you with the care and handling of materials. Ask for assistance if unsure how to handle materials.

We may restrict access to fragile materials at any time, and withdraw materials in jeopardy.

We may require the use of facsimiles, digital or otherwise, unless you present a compelling need for originals to the Director of Special Collections.

We may limit or deny access to unprocessed collections, those with donor restrictions, or those where cultural, intellectual, and privacy rights are at stake.

Bring concerns about condition or damage immediately to staff. We are here to assess, assist, and preserve.

Please take notes with pencil and paper, or on a computer, tablet, or electronic device. We provide paper and pencils on request. Pens and markers are not allowed. Do not use sticky notes, clips, or unauthorized tags.

You may use cameras to copy materials.

No one may stand on tables or chairs, or rearrange Reading Room furniture to enhance images.

Please do not manipulate materials or lighting to improve images. Never remove any materials from enclosures.

You may not use lights, flash, or handheld or flatbed scanners.

Tripods, articulable arms, and other devices to fix cameras must not mar or mark furniture, interfere with others, or pose a preservation threat.

You may not arrange multiple documents in a single image. Take images in a fashion which records origin for future reference and citation.

We are not obliged to enable capture of publication or broadcast-quality images. You may request reproduction for a fee via designated University of Arizona Libraries services. All orders are subject to preservation and collection restrictions.

We request complete citations whenever publication, performance, or display involves our materials. Please follow this format: University of Arizona Libraries, Special Collections, the name and number of collection, box, and folder, or another identifier.

Access to materials does not imply permission to publish.

You assume responsibility for determining if U.S. copyright law protects any materials you reproduce, and whether or not your use exceeds fair use. U.S. copyright law (Title 17, U.S. Code) governs reproduction and provides for fair use (§107) for various purposes, including teaching, scholarship, and research. We do not claim to control all rights to materials in these collections. You assume responsibility for clearing rights if you publish or broadcast.

If you have questions or concerns – including concerns about staff, service, conduct, or mishandling of materials – please ask to speak to an immediate supervisor or the Director of Special Collections.

I have read these Reading Room Expectations, and I agree to comply.

Signature

Date