

SPECIAL COLLECTIONS READING ROOM RULES AND TERMS OF ACCESS

USING THE READING ROOM:

1. Use of the Reading Room is restricted to researchers using Special Collections material, students attending class sessions, visitors looking at artwork and exhibits, and guests attending lectures, readings, and events.
2. All researchers are required to sign in upon arrival and sign out upon departure each time they visit.
3. Each semester, researchers must complete new registration paperwork and provide current photo ID. Anyone using material is considered a researcher and must complete all required paperwork and show ID.
4. Researchers are required to use one of the tables at the front of the Reading Room.
5. Guests of researchers may not stay at the tables or remain elsewhere in Special Collections. They are welcome to view the artwork and exhibits in the Reading Room and then wait in Silverman Library (2nd and 3rd floor of Capen Hall) or elsewhere on campus.
6. Only non-colored pencils, paper for taking notes, computers/tablets, and cell phones may be used at the tables. All other personal items, including computer cases/bags, must be stored in a cubby and/or on the coat rack.
7. Cell phones and other electronic equipment (computers/tablets) must be kept in silent mode for the duration of your visit. Phone conversations are restricted to areas outside the Reading Room.
8. Researchers may not plug electronic equipment directly into wall outlets and must instead use a surge protector provided by Special Collections.
9. Conversations between researchers must be quiet so as not to disturb others working in the Reading Room. Meetings in the Reading Room are prohibited.
10. Consumption of food and beverages inside the Reading Room is prohibited. Food and beverage containers that are not fully and securely sealed may not be brought into or stored in the Reading Room.

ACCESSING MATERIAL:

11. Researchers may be required to fill out their own request forms for specific material.
12. Staff will retrieve material. We do not allow researchers to retrieve any material on their own, including from research carts on hold at the reference desk.
13. Some material is located off site. Requests to view unprocessed or off-site material require prior notice and should be made at least 10 working days in advance.
14. Special Collections will not pull any material for incoming researchers after 3:15pm.
15. Researchers must alert staff before leaving the Reading Room for breaks and are required to return material when leaving for long periods (e.g., lunch). Material may stay at a reading table for very brief breaks only.
16. All research material must be returned to the reference desk no later than 3:45pm.
17. Before leaving, researchers are required to wait until all their requested material has been reviewed and checked in and must allow 5-10 minutes for this process to be completed prior to signing out and departing.
18. Researchers may be asked to submit for inspection any briefcase, computer case, or any other parcel, book, notebook, bag, or other personal property before leaving.

USING MATERIAL:

19. All material must stay on the table. Researchers may not sit elsewhere or walk around the room with material.
20. Researchers may be required to wear gloves or use provided supports when handling certain material. Further, they must not bend covers, break bindings, or use personal material to hold open material.
21. For boxed collections, researchers must remove only one folder at a time. They must maintain the original order of the folders within each box as well as original order of the material within each folder. Certain collections may require the use of an Out Card when removing folders.
22. Paper documents may not be removed from folders and must remain flat within the folders.
23. Material must not be altered in any way. No marks may be added or erased, and tracing or rubbing is prohibited.

REPRODUCTIONS & COPYRIGHT:

24. Researchers requesting any form of reproduction (digital photos, photocopies, scans) must complete either a personal use form or publication agreement and pay any applicable fees.
25. Special Collections management reserve the right to limit or prohibit reproductions as appropriate.
26. Additional written permission from the copyright holder(s) may be necessary. Researchers are required to obtain such permission before certain material may be reproduced.
27. Cell phones, tablets, and phone mounts are permitted for personal use photos. Flash photography, camera/video equipment, tripods, and scanners, are prohibited except by special permission.

SENSITIVE & CONFIDENTIAL INFORMATION:

28. Manuscript collections may contain sensitive or confidential information that is protected under federal or state "right to privacy" laws (including but not limited to educational, medical, financial, or personal data).
 - a. Staff have taken care to identify and, in some cases, remove such information from manuscript collections; however, privacy protected information (PPI) may be revealed during research, particularly in collections that are unprocessed or minimally processed.
 - b. Researchers agree to make no notes or other record of PPI if found within manuscript collections, and further agree not to publish, publicize, or disclose such information to any other party for any purpose.
 - c. Researchers agree to indemnify and hold harmless the University at Buffalo and its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of use of manuscript collections held by the University at Buffalo

More information about our policies, including fee schedules, payment information, preferred citations, copyright statements, and photography of artwork and exhibitions is on our website:

<https://library.buffalo.edu/specialcollections/about/policies/>

We ask for your understanding of these policies that balance the need for access with the long-term preservation of the collections and appreciate your cooperation.

I have read and understand all the above and by signing this document, agree to abide by these terms.

Name (please print clearly): _____

Signature: _____

Date: _____