Lander University Archives and Special Collection Access Policy

Reading Room Visitation

1. All researchers must have a current Researcher Registration form on file with the University Archivist. Registration Form must be renewed every year. A current photo ID (Lander University ID, School ID, Driver’s License, or State-issued ID) must be presented with the registration form.

2. All patrons must sign the registration book prior to entering the reading rooms. You will be asked to provide a photo ID each visit. Your ID will be returned once all archival material has been returned.

3. Archival materials may only be consulted in the reading rooms under the supervision of Jackson Library staff. Archival material may not be removed from the archives.

4. Allowed in Reading Rooms:
   a. Pencils
   b. Loose Leaf Paper or Legal Pads
   c. Note Cards and Notes
   d. Laptop Computer or Tablet
   e. Digital Camera (no flash)
   f. Magnifying Glass

5. Not Allowed in Reading Rooms:
   a. Pens
   b. Folders and Spiral Notebooks with Pockets
   c. Food, Beverages, Candy, Gum or Similar Consumables
   d. Tobacco Products

6. Cell phone ringers must be set to silent. Calls may not be taken in the reading rooms.

7. All personal belongings such as computer and camera cases, overcoats, briefcases and suitcases, purses, and backpacks must be stored away from the archival materials.

Archival Material Handling

1. Make sure your hands are clean before handling archival materials.

2. Library Services staff may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.

3. Use only one box, one folder of records at a time. Remove only one folder at a time.

4. Keep material in the order in which you receive it even if you cannot discern a meaningful order. Use place marker cards to mark your place when removing items from the folder and to identify materials for photocopies. See Library Services staff to request photocopies.

5. Do not place anything on top of documents.

6. Do not exert pressure on materials used, such as by taking notes on top of or resting an arm on archival material.

7. Materials must be placed flat on tables or book cradles and not held in the hands or in the lap.

8. Use care in turning pages to avoid tearing or other damage.

9. Do not mark, fold, or use post-it notes on materials.

10. Library Services staff will determine if an item is suitable to be photocopied, photographed, digitally reproduced, microfilmed, or otherwise duplicated based on the condition of materials, access restrictions, and copyright restrictions. Photocopies are not to be used for any purpose other than private study, scholarship and research. See Library Services staff to request photocopies.
The Larry A Jackson Library provides access to archival materials housed within the Lander University Archives, the Self Family Foundation Archives, and the Rare Book reading rooms. These materials are rare, fragile, irreplaceable, or otherwise in need of protection. Please handle items with care and respect. Library Services staff reserve the right to refuse access to anyone who has violated any part of the access policy.

**Researcher Registration Form**

**Researcher Information**

Name: ____________________________ Date: ____________________________

Email Address: ______________________ Phone Number: ______________________

Address: ____________________________ Purpose of Research: ______________________

**Researcher Status**

University/Company/Institution: ____________________________

Circle One: Undergraduate Graduate Faculty Alumnus Other

I have read and agree to abide by the rules for use of the Lander University Archives, the Self Family Foundation Archives, and the Rare Book reading rooms available in the Larry A Jackson Library.

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Signature of Researcher Date