

ARCHIVE MATERIALS USE POLICY

Handling Policy:

- Only pencils or laptop computers may be used to take notes. No pens allowed.
- To ensure materials are maintained in their original order, limit archives to one box on the table, and one folder from that box at a time. Do not remove materials from their folders.
- Users must handle materials with care and must refrain from leaning upon, folding, tearing, or marking materials in any way.
- All items must remain on the table while in use, and not on the lap or on top of boxes.

Duplication:

- The Law Library reserves the right to decline to copy any materials that might be harmed in the duplication process or where there are copyright or donor restrictions against providing copies.
- Archival materials are copied by staff only. Please ask staff for duplication forms and instructions for flagging materials. Prices, processes, and turn-around times differ according to the type of material. Payment is due at the time the order is placed.
- Please leave all items to be duplicated in the original folders. Staff will provide you with acid-free flags to flag material for duplication.
- No personal scanner or digital recorders are allowed.
- All duplication is subject to condition of materials and any donor or copyright restrictions.

Digital Photography:

- Non-flash digital photography of archival materials is allowed with permission, provided that material will not be damaged in any way.

Copyright & Permissions:

- Users assume full responsibility for conforming with copyright laws and conventions, libel laws and individuals' right to privacy, and for the literary property rights that may be involved with the use of any materials.
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