APPLICATION AND RULES OF USE FOR ARCHIVAL MATERIAL

University Archives & Special Collections
Joseph P. Healey Library | University of Massachusetts Boston

1. All material must be used in the University Archives & Special Collections Department.

2. Researchers must exercise all due care while handling fragile documents and must maintain the internal order of the files. Folders should NOT be re-filed.

3. Researchers must agree to the following rules:
   a. Food, drink (including water), candy are NOT permitted in the Research Room.
   b. Large purses, fanny packs, briefcases, boxes, bags, equipment bags or containers of any kind are NOT allowed in the Research Room.
   c. Coats, overcoats, jackets or other types of outerwear are NOT allowed in the Research Room.
   d. All items NOT allowed must be secured in UASC lockers or in room #05-10A.
   e. Pens, permanent markers, or “Post-it” notes are NOT allowed in the Research Room.
   f. Specific equipment used in the Research Room, such as video/audio recording devices, cameras, camcorders, and scanners (without auto-feed) must be approved by UASC staff.
   g. Personal computers are allowed.

4. The researcher is advised that the library does not necessarily hold the literary rights to the material in its collections and that it is the researcher’s responsibility to secure those rights when needed.

5. Reproductions of the material will be made at the discretion of the archivist. All reproductions are made solely for the convenience of the researcher and remain the property of the library (see Reproduction Policies and Fees for additional details).

6. When using certain collections deemed sensitive by the archivist or the donor, the researcher agrees to the following:
   a. That no note of any kind will be made of the names found in the records. Any exception requires the approval of the archivist.
   b. That the archivist will have the right to examine any notes taken by researchers using such collections.
   c. To secure appropriate permission to use the collections if required by a deposit agreement.

7. The researcher agrees to abide by any and all restrictions imposed on individual collections by the donor, depositor, or the library.

These rules of use are subject to change.

Special Restrictions:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Name (sign): ____________________________ Name (print): ____________________________

Today’s Date: __________________________

Phone: ___________________________ Email address: ____________________________

Address: __________________________________________________________________________

Institution/department: __________________________________________________________________________

Collection(s): __________________________________________________________________________

Purpose of Research: __________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Updated 2012.10.04