

Billie Jane Baguley Library and Archives

hm Heard Museum

Rules for Use of Materials

1. Briefcases, notebooks, purses, and other personal objects not essential to research are not allowed in the Reading Area. Items must be checked in at the Security Desk at Admissions.
2. Material must be used in the Reading Area only.
3. Eating and drinking are not permitted in the Reading Area.
4. Material must be handled with great care. Leaning on, tracing over, folding or handling material in any way which may cause damage is not allowed.
5. Pens may not be used in the Reading Area; the Museum staff will loan pencils and paper if needed. No marks may be made or post-it notes used on any material.
6. Materials must be handled with gloves which will be provided by staff.
7. Folders must be used one at a time.
8. The order of folders within archival containers must not be changed. The order of photographs within a folder or the contents of a folder must not be changed. Maintaining the original order of all material is mandatory.
9. All material must be returned neatly within a folder before returning it to the archival container. Papers and photographs must not extend beyond the folder edges.
10. Photocopying, scanning and personal photography are not permitted for photographs and other archival materials.
11. Photocopying is permitted for general library materials unless doing so will cause injury to the original. Request for photocopying must be made to the Library and Archives staff. The cost is \$.10 a page for self-service.

The Library and Archives staff reserves the right to verify the identification of a patron; the staff also reserves the right to inspect all material held by a patron entering or leaving the Reading Area. The registration form must be completed in order to use material from restricted collections including Archives, Institutional Records, and Rare Books and Pamphlets.

Registration Form

Name (please print)

Address (local)

City State Zip

Address (permanent, if different)

City State Zip

Institutional affiliation

Telephone Email

I wish to consult the following material:

I have read and agree to abide by the Rules for Use of Materials.

Signature Date