

**Special Collections  
Architecture Library  
University of Maryland Libraries  
College Park, Maryland**

**Use Agreement Form**

The following information answers basic questions regarding the use of rare books and ephemera. It serves to alert researchers to regulation meant to ensure proper use of these materials. Photographic identification must be provided. Please acknowledge that you have read these instructions by signing this form each time you make a research visit. You are also required upon your first research visit to complete the **Special Collections Registration Form**.

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**Collection Description:** Architecture Library Special Collections contains two sections: Rare Architectural books, World's Fair books and ephemera.

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**Finding Aids:** Rare Books are accessed via the libraries' catalog: with the locations ARCH SPC or ARCH SPCEXP. The World's Fair Ephemeral and graphics collection are accessed through the online finding aid: <http://www.lib.umd.edu/ARCH/exhibition/inventory.html>.

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**Paging or Retrieval:** All materials housed in the Architecture Library Special Collections Room are housed in closed stacks and are non-circulating. Paging is available during regular library hours. Request items by filling out a Special Collections Call Slip (available at the Circulation Desk).

- Material is made available to researchers either one book or one box at a time. However, researchers should request as many books/boxes as they expect to use in a single visit.
  - Material may only be examined at the tables in the reference area. A staff member will bring the material to you. After use, please return it to the Circulation Desk and the next item will be given to you.
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**Handling Material:** Most Special Collection material is unique and irreplaceable.

- Handle material gently. Do not lean on, trace over, write on, fold or prop them open.
  - Use **PENCIL ONLY** when consulting material. Pencils are available at the Circ Desk. Do not use ink pens of any kind, since accidental ink stains will permanently and irreversibly deface material.
  - Material not bound in a book must be maintained in the order in which they are received. If material is discovered out of order, do not rearrange it; notify staff.
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**Photocopying:** If you would like to photocopy Special Collections material you must first complete the **Photocopying Request Form** and submit it to the Circulation Desk. Researcher may not make photocopies until a Library Staff member has examined the item and approved. Library Staff is only available Monday-Friday 9 am -5 pm. At times other than these, the request must be left with the item at the Circulation Desk. On the next business day, a Library Staff member will contact the researcher with the decision.

- Staff reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would cause damage to the item
  - Staff reserves the right not to fulfill a request if photocopying may harm the materials; if the staff has reason to believe the copy may be used for any purpose other than private study, scholarship, or research; or if the researcher requests a copy of more than one article or contribution from a copyrighted collection or publication.
  - The reproduction or publication of materials may require both permission from the copyright holder and payment of a license or other fee to the copyright holder and/or the Libraries. If reproduction, such as digitization or photography is needed. Please fill out the **Rights and Reproduction Request Form**, available at the Circulation Desk.
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***Acknowledgement:***

- When citing materials from our collections, identify the item and the title of the collection; then use the following credit line: Special Collections, University of Maryland Libraries.
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