

## **SPECIAL COLLECTIONS, University of Maryland Libraries, College Park, Maryland USE OF MANUSCRIPTS, ARCHIVES, AND RARE BOOKS**

The following information answers basic questions regarding the use of manuscripts, archives, and rare books and alerts researchers to regulations meant to ensure proper use of these materials. Researchers must handle all materials properly and must follow all rules and procedures. If a researcher is handling materials in a way that is potentially damaging, or not following the rules and procedures, a researcher's privileges may be revoked. Photographic identification must be provided. Please acknowledge that you have read these instructions by signing the back of this form.

### **Retrieval**

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- ◆ All manuscripts, archives, and rare books are housed in closed stacks and are non-circulating. Request items by filling out a Collection/Book Retrieval Request form in the reading room
- ◆ Archival and manuscript collections are made available to researchers one box at a time. Researchers should, however, request as many boxes as they expect to consult in a single working day. Researchers may consult up to three rare books at a time.
- ◆ Manuscripts, archives, and rare books may only be examined at the reading room tables reserved for their use. A Special Collections staff member will bring the materials to you in the research area.

### **Handling of Materials**

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- ◆ Please make sure your hands are clean.
- ◆ Handle materials gently. Do not lean on, trace over, write on, fold, or prop them open. When taking notes, do not write directly on top of materials. Most manuscripts, archival materials, and rare books are unique and irreplaceable. Researchers must use PENCIL ONLY. The use of ink pens is not allowed in the reading room since accidental ink stains will permanently and irreversibly deface materials.
- ◆ Manuscripts and archives must be maintained in the order in which they are received; only one folder at a time may be removed from a box. If material is discovered out of order, do not rearrange it; notify staff.
- ◆ Do not attempt to sever unopened pages of rare books. Please request assistance from the reading room staff to open pages.

### **Duplication of Manuscripts, Archives, and Rare Books**

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- ◆ Certain restrictions and fees apply to the duplication of manuscripts, archival materials and rare books. In general, only Special Collections staff may photocopy materials from manuscript and archival collections. Researchers should ask to see the complete *Duplication of Materials* policy for detailed instructions; major points are listed below.
- ◆ Photocopying of rare books is restricted and must be approved by the appropriate curator.
- ◆ Researchers may use personal cameras in the reading room to copy special collections holdings if surrogates are to be used for personal reference; they must first secure permission from the appropriate curator. Please ask to see the *Duplication of Materials* policy for detailed instructions.
- ◆ Special Collections staff may facilitate the creation of high-quality scans or photographic reproductions of archival, manuscript, and rare book materials. The publication of art, photographs, manuscripts, and other images from University of Maryland Libraries' collections may require both permission from the copyright holder and payment of a license or other fee to the copyright holder and/or the Libraries.
- ◆ Special Collections staff reserves the right not to fulfill a duplication request if it may harm the materials or if the staff have reason to believe the copy may be used for any purpose other than private study, scholarship, or research. Duplication orders will be filled only with the approval of the curator responsible for the collection.
- ◆ There is normally a delay between the submission of a duplication order and the completion of the work requested. Copies may have to be mailed to the requestor.

## Statement on Copyright

- ◆ Permission to obtain a photocopy or other facsimile of material does not constitute permission to reproduce, distribute, publicly display, publish, or make other protected uses of that copy if it is protected under copyright law (Title 17, U.S. Code). The user of the photocopy may engage in such protected uses if he or she obtains permission from the holder of copyright in the original materials, if the term of copyright in the original material has expired, if the use is a "fair use" under copyright law, or other applicable exemption. The user of this copy is responsible for determining what uses are lawful and to obtain any required permission and pay any required fee. The University of Maryland does not hold copyright in most materials in the collections of the Libraries.

## Acknowledgment

- ◆ When citing materials from the Libraries' collections, researchers should include the following information in the citation: a copyright notice (if the copyright holder is known); acknowledgment of the photographer, if applicable; the title of the collection; and the credit line, "Special Collections, University of Maryland Libraries."

For example: *May Queen 1969; copyright University of Maryland; Michael Parker, photographer; Adele Stamp papers; Special Collections, University of Maryland Libraries.*

More information, such as series number, box number, and folder title may be required for footnotes and endnotes.

- ◆ I agree to handle manuscripts, archival materials, and rare books responsibly.
- ◆ I understand that it is my responsibility to make a reasonable effort to determine the copyright holder for any materials that I plan to reproduce or publish; in cases in which the copyright holder is known, I have obtained permission from the owner of the copyright to use the material and will comply with all requirements of the owner regarding notice;
- ◆ I agree to hold the University, its agents and employees harmless from any and all claims or liability of any kind arising out of or related to my use of the protected material;
- ◆ I agree not to modify or alter the protected material in any way other than what is necessary to reproduce or format the image for publication or posting on the Internet. Any use of such materials will be accompanied by a copyright notice, attribution to the named collection, acknowledgment of the copyright owner, if applicable, and the credit line "Special Collections, University of Maryland Libraries."

I have read, understand, and agree to follow the foregoing rules for use of manuscripts, archives, and rare books.

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PHONE		EMAIL					
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INSTITUTIONAL AFFILIATION	<input type="checkbox"/> UM UNDERGRAD STUDENT <input type="checkbox"/> UM GRAD STUDENT <input type="checkbox"/> UM FACULTY <input type="checkbox"/> UM STAFF <input type="checkbox"/> OTHER (PLEASE EXPLAIN):						
COLLECTIONS REQUESTED:							
STAFF USE ONLY:							
PATRON'S SOURCE OF REFERRAL (ONLINE CATALOG, WORD OF MOUTH, PUBLISHED CITATION, ETC.)							
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Rev. 2/2010. This form will be kept on file through the end of the current fiscal year, which runs from July 1 through June 30. Researchers will be asked to renew their information if they visit in a subsequent fiscal year.