

Dickinson College Archives and Special Collections Rules and Regulations for the May Morris Reading Room

The purpose of the Archives and Special Collections Department of the Dickinson College Library is to support the institution's curriculum and its administration by making available for research those books, papers, photographs, and artifacts which require special care and handling. It is the responsibility of the staff of this department to see that these items are preserved, organized, displayed, and made available in a professional manner, and that a compromise between the demands of use and preservation be maintained at all times. Our regulations are not intended to hamper research, but to provide access to the collections in a way that ensures their careful preservation. We expect patrons to treat our materials not as a means to a personal end, but rather as a permanent resource for scholarship by a global community.

Reading privileges are granted to registered researchers subject to the following rules:

1. Researchers must leave all briefcases, book bags, handbags, and other items except those needed for research purposes in the lockers provided in the entrance way to the May Morris Room.
2. Researchers are strictly prohibited from bringing food, drink, or tobacco products into the reading room.
3. Researchers are not permitted to use pens, highlighters, or indelible pencils.
4. Researchers may not remove any materials from the May Morris Room.
5. Laptop computers and digital cameras are permitted for use in the May Morris Room.
6. Researchers are expected to exercise great care with materials. In the event of loss or damage, the researcher will assume full legal and financial responsibility.
7. Researchers may ask that a limited amount of materials be photocopied for them by the reading room staff. The charge for photocopies is 10 cents per page for college students, alumni, and employees, and 15 cents per page for non-Dickinson researchers. Any photocopy request may be refused if the reading room staff determines that the procedure will cause undue harm to the materials.
8. Researchers may scan select materials with the permission of the reference staff. Scanning facilities are available on site.

I HAVE READ AND WILL OBSERVE THE RULES AND REGULATIONS OF THE ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT OF THE DICKINSON COLLEGE LIBRARY.

Signature

Date

Name

Address

E-mail

Phone

Dickinson Student/Alum
Class Year _____

Dickinson Faculty/Staff

Non-Dickinson Researcher