

# Procedures for the Use of Material in the Archives of the University of Notre Dame

- The *Rules of the Reading Room* must be read and the *Application for Use of Material* form (on reverse side) must be filled out in its entirety and returned to the reading room attendant prior to viewing any materials.
- Archival material may NOT be removed from the Archives for any reason. Researchers are required to use pencils in the reading room. Under no circumstances are notations to be made on archival material. Researchers are urged to use extreme care to preserve the original order of archival material.
- Digital cameras are not allowed in the reading room.
- The reading room attendant will help researchers identify material pertinent to their research. Researchers should fill in call slips for desired material and submit them to the reading room attendant. We will pull the files you request as soon as possible; if they are located offsite it may be the next day before the files are delivered.
- The Archives has a detailed policy that governs access to our collections. Access to manuscript collections is often governed by contract, and access to records from University offices is generally restricted for a 72-year period. The Access Policy is available on our website; the reading room attendant can answer any questions. Access authorization does not constitute permission to obtain duplicates or to publish. These permissions are granted separately.
- A reasonable amount of duplication of material may be requested at fees established by the Archives. Please request the appropriate form from the reading room attendant. Major portions of our collections will not be duplicated for any researcher. Copies are provided for the personal use of the researcher and are not to be sold, given away, or copied. Duplication of material by the Archives does not constitute permission to publish or distribute in any manner.
- All permissions to quote unpublished material or to reproduce any material found in the Archives must be obtained first in writing from the University Archivist, then from any other pertinent sources. It is the researcher's responsibility to be aware of the laws regarding literary property rights, libel, privacy, and copyright.
- Citations to unpublished material found in the Archives should be made in full. Our suggested form for citations is available on our website.
- Researchers are asked to donate to the Archives one copy of any published work based on material found in the Archives, or to notify the Archives of the publication, providing a complete bibliographic citation.