



## Rare Books and Archives Materials Use Policies

- Books from the Rare Book Room and archival materials are non-circulating and should not leave the table.
- Coats, bags, backpacks, purses, etc. must be placed in a locker.
- Paper and pencil, or electronic devices may be used to take notes. No pens or highlighters are allowed on the table. Marks may not be added or erased from materials. Do not use post-its, paper clips, etc. on materials.
- No food or drink is allowed at the table when viewing archival material or rare books.
- Customers should view one box of a collection at a time, with only one folder out at a time. Materials must remain in the order they are found.
- All materials must stay on the table while being viewed.
- Photographs must remain in their enclosures. If needed, cotton gloves will be provided.
- Customers may take photographs of material. If scans or photocopies are needed, Midwest Genealogy Center (MGC) staff will make them.
- Copies will be made at the discretion of staff. Materials at risk of being damaged by being copied or scanned may be unable to be scanned. Additionally, any materials with known copyright restrictions, privacy concerns, or access restrictions may be unable to be scanned.
- Access to materials or scans provided is not an authorization to publish and it is the customer's responsibility to research copyright restrictions.
- Access to materials may be restricted depending on the physical condition of the material. Items not available to be pulled for customer use will be made available in an alternative format.
- When you are finished viewing materials, notify MGC staff.

I have read, understood, and agree to follow the policies regarding viewing, handling, and copying rare books and archival materials held by the Midwest Genealogy Center.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_