

**NORTH CENTRAL COLLEGE LIBRARY SERVICES  
ARCHIVES AND SPECIAL COLLECTIONS USE GUIDELINES**

1. Archival and Special Collections materials may be used during weekday hours (Monday-Friday, 8:00 a.m. – 5:00 p.m.) at a time when the archivist is available to retrieve the requested item(s) and supervise their use. It is recommended that patrons make appointments in advance.
2. Archives and Special Collections materials do not circulate. All materials must be used in the Archives Reference Room and are to be returned to the archivist when you are finished with them. We are happy to page materials ahead of time to have them ready for your arrival. We are also happy to hold materials for you over several days of research, once paged.
3. All coats, backpacks, bags, etc. are to be kept in a designated location in the Archives Reference Room, away from the work tables. Laptop computers must be removed from their cases for use, and the cases must be left with other personal items. Patrons will be able to see their items at all times that they are in the Archives Reference Room.
4. Food, drinks, chewing gum and/or tobacco products are not allowed in the Archives Reference Room.
5. Only pencils, paper, laptop computers, digital cameras, and/or mobile devices such as smartphones and tablets may be used when working with Archives and Special Collections Materials. Pens are never permitted. Pencils are available upon request.
6. Patrons must take care not to mark, fold, tear or otherwise harm Archives and Special Collections materials. Materials must be kept on the table top at all times.
7. Never write on top of documents. Only one folder at a time may be used, and patrons should not remove items from the folder or rearrange items within the folder.
8. All materials for photocopying or scanning need to be reviewed by the archivist to determine that the condition of the document is acceptable for reproduction. Copy slips will be provided to researchers and the archives staff will make photocopies or scans. We reserve the right to refuse to duplicate any materials.
9. Patrons may use digital cameras, smartphones, or tablets to photograph Archives and Special Collections materials for research purposes only.
10. Patrons are responsible for adhering to the United States Copyright Law as incorporated in Title 17 of the United States Code, enacted as public law on October 19, 1976, and subsequent revisions.

\*\*\*\*\*

I understand the guidelines for using Archives and Special Collections materials and agree to abide by them:

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

\*\*\*\*\*

Please complete the reverse of this form and submit it to the Coordinator of Archives and Special Collections.

**Please print or type:**

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

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Researcher Affiliation:

NCC Faculty/Staff\_\_ NCC Student\_\_ NCC Alumni\_\_ Public\_\_

Initial Contact:

On-site\_\_ Phone\_\_ Letter\_\_ Email\_\_

Type of Research (check all that apply):

Administrative\_\_ Thesis/Dissertation\_\_ Course work\_\_ Personal interest\_\_

Historical (professional) \_\_ Genealogy\_\_ Publication/Broadcast/Web\_\_

Research

Subject: \_\_\_\_\_

---

(Staff use only)

Materials used: