

The Archives at Alfred University

University Archives, Herrick Library
NYS College of Ceramics Archives, Scholes Library
Alfred, New York

The following procedures must be observed while conducting research in the archives. You must sign the statement agreeing to abide by these procedures. ***They are intended to allow access to the collections while preserving them for future generations.***

Procedures

- When using material from the Archives, only the following items may be used at the research table: notebooks, pencils, computers (without cases) and digital cameras. All other items (coats, parcels, purses, backpacks, briefcases, and other similar belongings) should be left with the staff.
- The materials in our collection are non-circulating and therefore, must stay in the archives. No documents are to be removed from the research area under any circumstances. The staff reserves the right to require that certain materials be used under direct supervision.
- For the protection of the materials, no food and beverages are permitted in the archives.
- Researchers are not allowed to enter the stacks and collection holding areas except by invitation of the staff.
- The collections and their contents are special, sensitive, and often fragile. Please do not lean on, fold, bend, underline, trace, apply sticky notes to, or otherwise damage them. When taking notes, do not lay your paper or cards on the material – an impression can be left on them.
- Please consult with the staff before taking any digital images. Additionally, staff will determine if photocopying or scanning is possible and will be the ones to make the reproduction.
- When using materials: Use only one folder from a box or one packet at a time. Use an "Out Card" (provided) to mark the place of the folder in the box. Do not remove items from folders or separate items from loose packets. Do not rearrange items in folders.
- While materials from the archives are in your hands, they are your responsibility. Please respect them and handle with care. The collection is being preserved for future generations.
- Researchers must obtain written permission before publication of archival, manuscript or other material from the collection.
- Misconduct or disrespect of the rules may result in the researcher's being refused further access to the Archives.

By affixing my signature below, I certify that I have read the list of procedures, and that I agree to abide by said procedures in any use I make of the collections.

Printed Name _____

Phone & email: _____

Signature: _____ Date: _____

Collections used: _____

Staff member on duty: _____