



## Collections Use Policy

To ensure a pleasant research environment and to safeguard our collections for future users, follow the policies listed below. Check next to each item to verify that it has been read and understood.

### General Policies:

- Be courteous and respectful toward staff and other visitors.
- Place cell phones and all other electronic devices on silent or vibrate. Please exit the Research Center if you need to speak on the phone to minimize disruptions to fellow researchers.
- To preserve the integrity of our collections, food and drink are not permitted in the Research Center.
- Before entering the reading room, place all personal items such as bags, laptop sleeves, umbrellas, backpacks, etc., in a locker. Outerwear and hats must be hung in the coatroom.
- You may take notes with a pencil or on a personal computer; pens and highlighters are not permitted. Please do not make marks on materials or take notes on top of materials. Tracing is not permitted.
- All LancasterHistory collections material must remain in the reading room or other space designated by a staff member.

### Special Collections Policies:

- You will be asked to wash your hands before using any archival materials. Cotton gloves (provided) may be worn when viewing manuscripts or objects.
- All special collections material must be used as instructed. If you need assistance handling rare materials, please ask a staff member.
- Please notify a staff member when you are finished using rare books or archival materials. Do not leave these items unattended.
- Preserve the original order of unbound materials at all times; notify staff of any materials you believe to be out of order, but do not change the order yourself.

**Photography and Reproductions Policies:**

- \_\_\_\_\_ Visitors may use personal cameras to take photographs without flash and without the use of a tripod. Please take care with collections items and follow staff instructions while taking photos. Portable scanners are not permitted.
  
- \_\_\_\_\_ Patrons are responsible for ensuring their photos and photocopies fall within fair use guidelines and do not violate copyright rules. LancasterHistory reserves the right to limit or deny the photographing of materials in our care for reasons of conservation, copyright, and privacy protection.
  
- \_\_\_\_\_ Patrons who wish to take extensive photographs of collections items must make arrangements with the appropriate department prior to their visit. Patrons may order high-resolution publication- or presentation-quality images from LancasterHistory. This form does not constitute permission to reproduce or publish images of LancasterHistory collection items, which must be sought separately.

I have read, understand, and agree to abide by the regulations for use of collections of LancasterHistory. I have been made aware of LancasterHistory Collections Use Policy and Regulations. Failure to comply may result in the loss of privileges and/or legal action.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_