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Please read the following:

- Food, drink, smoking, and cell phone use are not allowed in the Archives area.
- Patrons may take notes using pencil and paper or laptop computers, but pens, scanners, and other copying devices are not allowed.
- Patrons will treat all archival materials carefully and respectfully. Patrons will take care not to add or remove marks on the material and will not fold or trace material, write notes on top of material, rest laptop or other objects on the surface of items, or lean on materials. Researchers who damage material will not be permitted further use of the Archives and may be assessed repair fees. Any person found stealing, defacing, mutilating, or in any way destroying materials will be prosecuted.
- Patrons using original records will wear cotton gloves provided by the Archives. Patrons should leave sleeved photographs in their enclosures and should avoid touching the emulsion surfaces of unsleeved photos. Photographs should be handled individually and carefully.
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- Library staff will monitor patrons at all times when they are using material from the Archives. For security reasons, staff reserve the right to inspect all articles used at the research tables.
- No archival material is allowed to leave the Archives area. Items from the Archives and Special Collections do not circulate.
- Copying fees may apply.
- Library staff will make all copies or scans using Library equipment, and copies will be clearly marked with a Salve Regina University credit line. These copies, whether physical or digital, are provided for personal research use only. They must not be transferred to any other person or institution and must not be reproduced, published, exhibited, or otherwise distributed without written permission from Salve Regina University.
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- The Archivist reserves the right to reject any request for copies which would place an undue burden on the Archives' resources and staff.
- Supplying a copy is not an authorization to publish. Patrons should be sure to read the Salve Regina University Archives Copyright and Publication Statement (copies are available from the Archives staff).

I have read, understood, and agree to abide by the Salve Regina University Archives and Special Collections policies regarding use of the collection, copies, and publication of information from the collection.

Signed _____ Dated _____

Name: _____

Address: _____

e-mail: _____ Phone: _____