

**Research Agreement Form –
Marist College Archives and Special Collections**

In order to preserve the irreplaceable and often fragile materials in the collections, we ask our patrons to adhere to the following rules regarding care, handling, and security.

- No food or beverages (including water bottles) are allowed in the Reading Room.
- No pens are allowed. Complimentary pencils are available in the Reading Room.
- No bags, purses, laptop cases, backpacks, briefcases, etc. are allowed in the search room. Lockers are provided for your convenience.
- Archives and Special Collection materials may only be used in the Reading Room during department hours or by special arrangement.
- Do not leave the Reading Room with any Archive or Special Collection materials.
- Return all items to the College Archivist.
- Please keep the documents and/or materials flat on the table and do not place any items (e.g. laptops, note cards, etc.) on top of the research materials.
- It is crucial that items, both folders and individual documents, remain in the original filing order. Please bring any misfiled items to the attention of the College archivist, but do not re-file items on your own.
- Personal scanners, copiers, and cameras (video, digital, still) are not allowed in the Reading Room.
- Limited copying may be done for the researcher. The College Archivist must inspect any item you wish to copy before any copying is done. We reserve the right to refuse a copy request if copying will harm the item or violates copyright or other restrictions.
- The College Archivist will remove any metal fasteners (e.g. staples, paper clips) from the manuscripts. Please do not remove them yourself, and do not re-fasten items with metal clips or staples.
- Copies are made for research and reference only.
- Permission to publish manuscript materials or copies of manuscript materials must be requested in writing. Broadcast, public display, or any use on a web site also requires permission.
- Most manuscripts, sound recordings, photographs and moving image materials housed in the College Archives and Special Collections are protected under copyright law (Title 17, U.S.C.).
- A staff member may examine any items (notes, note cards, etc.) you bring in or out of the search room.

I have read, understood, and by my signature below, agree to comply with the regulations set forth above, in order to use material in the custody of the Archives and Special Collections, James A. Cannavino Library, Marist College.

Signature _____ Date _____

Upon completion, please present a photo id to a staff member.