

## Native American Studies Archive Rules for Usage

Effective: September 1, 2011

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1. Researchers must make an appointment. This ensures the best possible use of your time.
  2. Researchers must sign the Visitor's Register daily and present valid photo identification.
  3. The archive is a closed stack facility. Materials may not be removed from the Reading Room.
  4. Only pencils, note cards, laptops, and paper essential for research will be allowed in the research area. All briefcases, coats, and other items not essential for research should be deposited with the archivist.
  5. Food and drink are not allowed.
  5. The exact order of archival documents must be kept intact. If any mistake in arrangement is discovered, please call it to the attention of the archivist. Loose material may not be removed from folders.
  6. Please exercise care when handling fragile materials. All documents and photographs should be handled by their edges and nothing placed upon the surface of any items used. No markings may be made on any materials.
  7. The archive will consider requests for limited reproduction of materials when such duplication can be done without injury to the material, does not violate donor agreements or copyright restrictions, and when reproduction does not cause undue burden to the staff.
  8. Photocopies, scans and other photographs intended for publication, should be ordered from staff using the Permission to Publish form. The Archive supports the non-profit uses of our materials and no fees are charged for organizations able to prove their not-for-profit status by providing suitable documentation. No fees are charged for use of holdings in student papers, theses, dissertations, scholarly works addressed to limited audiences, official publications by the University of South Carolina, the State of South Carolina, or for exhibition in museums. The researcher bears all responsibility for ascertaining who holds copyright to material from the Archive.
  9. Citation guide: (identification of item), (collection name), Native American Studies Archive, University of South Carolina Lancaster.