



# UNIVERSITY OF SOUTH CAROLINA LANCASTER

## USC Lancaster Archive Rules for Usage

Effective: October 1, 2011

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1. Researchers must call, or email to set up an appointment. This ensures the best possible use of your research time.
  2. Researcher 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. 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. Exercise care when handling fragile documents. 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.
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