

Reading Room Guidelines

Oregon State University Libraries Special Collections & Archives Research Center

The Oregon State University Libraries Special Collections & Archives Research Center is committed to facilitating the work of scholarly researchers. In order to protect and provide access to rare and valuable materials, SCARC requires all visitors to abide by rules and regulations of a more stringent nature than those of the general library. Patrons are required annually to complete a Researcher Registration Form and provide picture identification upon each visit. Permission to examine SCARC materials will be granted to qualified researchers upon completion of the application form, and agreement to abide by the following rules and policies governing use of materials. Such permissions are granted subject to restrictions placed on the materials by the donors, depositors, SCARC staff, and/or related parties.

Use of Materials

A researcher is responsible for the safeguarding of any materials made available to him/her in SCARC Reading Room. Researchers will comply with the following guidelines or will be asked to leave the SCARC area.

1. No food or drink or is allowed in the reading room.
2. All personal items, excluding writing utensils, notepaper, laptops, and cameras, must be placed in the coat room or personal locker for security purposes. The SCARC staff is not responsible for the security of your personal property.
3. All cell phones and other electronic devices must be silenced while in SCARC.
4. Only pencils are permitted within SCARC.
5. Adhesives including glue, tape, and post-it notes are prohibited in the reading room.
6. Materials may not be marked, folded, or handled in any way likely to damage them.
7. No more than one book or archival box may be accessed at a time.
8. Protective gloves must be worn when examining photographic collections.
9. No research materials may be removed from the reading room.
10. All unbound materials (papers within folders and folders within boxes) must remain in the exact order received.
11. Flash photography of SCARC materials is not allowed.

Reproduction of Materials

Permission to examine materials is not an authorization to publish them or any copy of them. A separate written application for permission to publish must be made to the OSU Libraries Special Collections & Archives Research Center. In the absence of such written permission, the researcher agrees not to publish the materials, in whole or in part, in any manner, including on the Internet. Researchers who plan eventual publication of their work should make inquiry concerning overall restrictions of publication before beginning their research. Upon granting permission to publish, OSU does not surrender its own right thereafter to publish any of the materials from its collection or grant others permission to publish them. If permission to publish is granted, appropriate credit for the cited materials shall be indicated in the published work. A copy of all works which rely heavily on SCARC materials (excluding dissertations) must be presented *gratis* to the OSU Libraries upon publication. OSU does not assume any responsibility for and expressly disclaims any liability for infringement of copyright or other rights in the materials held by others. Exclusive rights to examine or publish material will NOT be granted.

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Having received permission to examine materials, a researcher may be granted permission to take non-flash photographs of SCARC Materials. All photographs of SCARC materials must include a "Property of OSU Libraries SCARC" block in either the top left or bottom right corner of the image.

In some cases, SCARC staff may be unable to allow copies or photographs to be made because of the physical condition of the materials, the amount of staff time required to complete the duplication process, special restrictions imposed by the donor, copyright law, right-to-privacy statutes, or other reasons.

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