



LIBRARY
& ARCHIVES
ARIZONA HISTORICAL SOCIETY

Conditions of Use

The policies below are designed to protect the AHS collections while providing the best possible access to researchers. Your signature on the form indicates that you agree to these conditions. Researchers may be barred from future use of the reading room and AHS collections for violating these policies.

Reading Room

- ❖ The reading room is open to researchers during regular hours as posted.
- ❖ Researchers must sign the *Conditions of Use* form each day upon arrival. Permission to examine materials will be given upon completion and signature of the form.
- ❖ All bags must be put into lockers before entering the reading room. For locations without lockers, bags will be stored at the reference desk.
- ❖ AHS reserves the right to deny access to any material that is fragile, not yet processed, or which is restricted at the wish of the donor.
- ❖ AHS is a non-circulating, closed stacks repository. Materials may not leave the Reading Room. Theft or mutilation of materials is a crime that will be prosecuted.
- ❖ No ink may be used in the Reading Room. Pencils are provided.
- ❖ Food, beverages, and smoking are not allowed.

Requesting Material

- ❖ After signing in you will be given a call form. Complete the form with as much detail as possible, including collection name, box and folder numbers, call number, and author. **Please print clearly.**
- ❖ Items can be pulled ahead of time and placed on hold if an appointment is made. For out of town researchers this can be a time saving approach. Please contact the office(s) at 480-387-5355, 520-617-1157, or AHSref@azhs.gov to set up a research appointment.

Use of Materials

- ❖ All materials are to be handled with great care. Materials should not be rearranged within their folders or boxes. They must be kept in the order in which they are delivered. Suspected irregularities in arrangement should be brought to the attention of the staff.
- ❖ No marks may be added or erased from any archival material.
- ❖ Materials must not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them.
- ❖ Digital cameras may be used in the reading room to duplicate materials after camera use form has been signed and reviewed by AHS staff. Use of other duplication technology requires special permission.

Reproduction of Materials (photocopies, photographs, and other media)

- ❖ A signed *Conditions of Use* form is required before orders can be completed. Telephone or email orders should fax (480-967-5450) or email the signed form to AHS along with the *Reproduction Order Form*.
- ❖ **Copyright:** The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess or “fair use” that user may be liable for copyright infringement.

It is the responsibility of the researcher to obtain copyright permission, if copyright resides outside the Society. The publishing party assumes all responsibility for any infringement of the United States copyright law. The user agrees to indemnify and hold harmless the Arizona Historical Society, its officers, employees and agents from and against all claims made by any person asserting the he or she is an owner of copyright.

- ❖ Reproduction is handled on a case by case basis. For purposes of preservation, fragile and particularly rare items will not be photocopied or digitized. The Society reserves the right to refuse to accept an order if, in its opinion, fulfillment of the order would involve violation of copyright law or donor restrictions, or would damage the original.
- ❖ **Permission to examine materials does not constitute permission to publish or quote, either in print or in electronic format (including web pages).** Written authorization from AHS is required. Researchers who wish to request authorization to publish must submit a completed *Permission to Publish* form and use fee. A use fee is charged for the commercial publication or exhibition of materials. Use fees are for one-time, one-edition rights. Use fees are not charged for use of AHS holdings in student papers, theses or dissertations. To the extent it may properly do so AHS will grant publication right to qualified applicants. A complimentary copy of the publication using AHS holdings should be provided to the Society as soon as the work is published.
- ❖ Any publication or exhibition of Society materials must be credited to the Arizona Historical Society. Presentation of images in web pages, multimedia format, print, film or television must be accompanied by a cutline citation to the Society, preferably in close proximity to the image. Materials appearing in scholarly works must be accompanied by full citations including the name of the collection, call number or box and folder number/call numbers.
- ❖ AHS hereby notifies patrons that rush order services may not be possible and assumes no responsibility for missed deadlines in case rush service is not available.

I have carefully read the *Conditions of Use* and I agree to comply with those rules, including the requirement that AHS materials may not be published, in whole or in part, without authorization by AHS.

Name _____ Date _____
Company/Institution (if applicable) _____
Address _____ Phone _____
City, State Zip _____ Email _____
Signature _____