

CONDITIONS OF USE



THE POLICIES BELOW ARE DESIGNED TO PROTECT ARIZONA HISTORICAL SOCIETY (AHS) COLLECTIONS WHILE PROVIDING THE BEST POSSIBLE ACCESS TO RESEARCHERS.

RESEARCHERS MAY BE BARRED FROM FUTURE USE OF THE READING ROOM AND AHS COLLECTIONS FOR VIOLATING THESE POLICIES.

AHS RESERVES THE RIGHT TO DENY REQUESTS OR REVOKE PERMISSION FOR ANY REASON AND AT ANY TIME.

CONDITIONS OF USE

READING ROOM

- ❖ This form must be signed each day upon arrival.
- ❖ All bags must be put into lockers, if available. For locations without lockers, bags will be stored at the reference desk.
- ❖ No ink may be used in the Reading Room. Pencils and note paper are provided.
- ❖ Food, beverages, and smoking are not allowed.
- ❖ 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.
- ❖ 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.
- ❖ When requesting materials, provide as much detail as possible, including collection name, box and folder numbers, call number, and author. It is the responsibility of the researcher to keep accurate citations for all items.

HANDLING OF MATERIALS

- ❖ All materials are to be handled with great care. Items must not be leaned on, written on, removed from their plastic sleeves, folded anew, or handled in any way likely to damage them.
- ❖ Materials should not be rearranged within their folders or boxes. Suspected irregularities in arrangement should be brought to the attention of the staff.
- ❖ No marks may be added or erased from any archival material.

CAMERA USE

- ❖ Researchers may take photographs of collection materials **for study purposes only**, and as allowed by the library based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.
- ❖ Digital cameras may be used to duplicate materials **without flash**. Tripods, scanners, copy stands, additional lighting or other photographic equipment are not allowed without prior approval by staff.
- ❖ Researchers may not take photographs of the staff, reading room, or other researchers, without approval.
- ❖ Researchers may not photograph any collection in its entirety. No more than 20% of any collection can be photographed.

INITIAL HERE _____

REPRODUCTION AND PUBLICATION

- ❖ To request other reproduction services, users must complete a **Reproduction Order** form. Reproduction requests are handled on a case-by-case basis. For purposes of preservation, AHS reserves the right to refuse to accept an order if, in its opinion, fulfillment of the order would damage the original.
- ❖ Researchers may not donate, sell, or provide any reproductions of AHS archival material to another repository.
- ❖ Permission to examine materials does **not** constitute permission to publish or quote, either in print, exhibition or in electronic format, including web pages, and social media. Researchers who wish to request authorization to publish must submit a completed **Permission to Publish** form and pay a use fee.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

- ❖ 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. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- ❖ It is the responsibility of the researcher to obtain copyright permission, if copyright resides outside AHS. The publishing party assumes all responsibility for any infringement of the United States copyright law. By signing this form, the user agrees to indemnify and hold harmless the Arizona Historical Society, its officers, employees and agents from and against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of AHS materials.

I have carefully read the Conditions of Use and I agree to comply with these rules.

Name _____ Date _____

Company/Institution (if applicable) _____

Address _____

City/State/ZIP Code _____

Phone _____ Email _____

Signature _____

FOR STAFF USE ONLY

Time In _____ Time Out _____

