

LIBRARY & ARCHIVES

READING ROOM RULES

- Food, beverages, and smoking are not allowed.
- Materials may not leave the Reading Room.
- No ink may be used in the Reading Room. Pencils are provided.
- No bags are allowed on tables.

REPRODUCTION AND PUBLICATION

- Permission to view materials does <u>not</u> constitute permission to reproduce or publish them.
- It is your responsibility to obtain permission from AHS staff to reproduce, publish, or exhibit AHS materials.
- You may not donate, sell, or provide reproductions of AHS archival material to another repository.
- Copyright note: It is the responsibility of the researcher to obtain copyright permission, if copyright resides outside AHS. 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.

HANDLING OF MATERIALS

- Handle all materials with care. Do not handle items in any way likely to damage them.
- Keep all items in the state and order in which they are received.
- Do not add or erase marks from any archival material.
- Gloves should be worn at the request of the staff.
- Alert a staff member of any suspected irregularities or damage to the materials.
- AHS may restrict access to any material that is fragile, not yet processed, or restricted.

CAMERA USE

- You may take photographs of materials for personal, study purposes only.
- Flash photography is not allowed.
- Tripods, scanners, copy stands, or other photographic equipment are not allowed without prior approval.
- Do not take photographs of the staff, reading room, or other researchers without permission.

AHS reserves the right to deny requests or revoke permission for any reason and at any time. Theft or mutilation of materials is a crime that will be prosecuted.

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