

Tarleton State University
Dick Smith Library

Special Collections Suite Regulations

- **Circulation:** The archives are closed stacks and non-circulating. Researchers may not browse the storage areas, and only archives staff may remove materials.
- **Security:** All bags, backpacks, purses, coats, hats, or other personal items must be left at the Lower Level Reference Desk. You may ask a staff member about available lockers.
- **Registration:** Users must complete an annual registration form during their first visit and discuss research needs with staff. A log of subsequent visits for that year will be kept.
- **Handling of Materials:**
 - Use only pencils or a laptop computer for note taking. Computer carrying cases must be left at the Lower Level Reference Desk.
 - Personal scanners are not permitted.
 - Patrons are allowed to photograph materials with cameras or phones subject to the following rules:
 - No camera/phone flashes, or special lighting is permitted.
 - Special permission must be obtained from the archivist to use tripods.
 - Audible features on the camera/phone must be turned off.
 - No pictures may be taken of the suite itself, other researchers, or the staff.
 - Researchers may not place materials on the floor, stand on chairs, nor rearrange furniture.
 - Archives staff will supply a “Dick Smith Library Archives and Special Collections” card or Tarleton business card which must be photographed with each document.
 - Patrons are allowed one box of manuscripts at a time and must remove only one folder at a time.
 - Materials should be laid flat on the table. Books should not be placed face down, rested on another book, or held in one’s lap.
 - Do not mark on, trace, lean on, fold or tear archival materials.
 - Please turn pages gently.
 - Use powder-free nitrile gloves (provided by the archives staff) when handling photographs and negatives.
- **Original order:** Preserve the established order of items in folders and the numerical order of folders in boxes. If something appears to be out of order, alert archives staff but do not rearrange it.
- **Copyright:** The patron assumes responsibility for compliance with copyright, literary rights, or other legal questions arising from patron use of archival material. **The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the library’s archival materials, whether published or unpublished, is liable for any infringement.**
- **Citation:** Cite materials used for display or in published or unpublished works. [Item, Collection Name]. Special Collections/Archives, Dick Smith Library, Tarleton State University, Stephenville, TX. Please consult with the archives staff if there are any questions about citing archival materials.
- **Other Regulations:** Eating, drinking, and tobacco use are prohibited in the Special Collections Suite. Children under the age of 14 are not allowed in the Special Collections Suite.