

## IAIA Archives Use Policy and User Agreement

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I agree, personally and on behalf of any organization I represent to abide by all terms, conditions, and provisions of this agreement set forth below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Use

- Only pencils and laptops may be used to take notes. Ink of any form is not allowed.
- Materials are limited to one box on a table at a time and one folder at a time.
- Prior to handling, patrons must wash their hands thoroughly.
- Patrons must handle materials with care. Cotton gloves will be provided for photographic materials.
- Please refrain from leaning upon, folding, tearing, or marking the materials in any way.
- The IAIA Archives reserves the right to decline patron access or to copy materials that are deemed culturally sensitive, physically fragile, or where copyright and donor restrictions are in place.

## Duplication

- Patrons are allowed to photocopy stable materials. If an item is physically fragile, please ask for assistance.
- Duplication by digital photography is allowed.
- All duplication is subject to condition of materials and any donor or copyright restrictions.
- Digital surrogates are for educational and publication use only.

## Copyright and Permissions

- All users assume full responsibility for conforming to copyright laws, libel laws, and individual's right to privacy and for the literary rights that may be involved with the use of any materials from the IAIA Archives.
- The IAIA archives does not hold the copyright to many of the original materials held in its collections. It is the responsibility of the patron to obtain any required copyright permissions from the copyright holder.
- Permission to duplicate materials is not authorization to publish materials. If you intend to publish materials from the IAIA Archives, please fill out a permission to use contract. A staff member will notify you of any copyright information in our possession, fees assessed, and if permission is granted.
- Copyright questions? See [www.copyright.gov](http://www.copyright.gov)

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## Staff Use Only

Materials Used:

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