



## Material Request Form

Call Number / Collection ID	Circle one:      Book                      Archives Collection                      Other: _____			
	Author / Collection			
	Book Title / Box, Volume, or Reel Number			
Your Name			Date Requested	Date Returned
Stack Location	Paged By	Notes		

### Arkansas State University Archives and Special Collections Material Use Policies

1. No materials held by Archives and Special Collections may be removed from the reading room.
2. Patrons will make every effort possible to protect and preserve the documents being used.
3. In order to respect other researchers, please whisper when any talking is needed.
4. Only paper and pencils (no pens) and laptop computers are permitted in the reading room. Lockers are provided for patrons to secure all other belongings (including cell phones) while in the reading room. Pencils and scratch paper are available at the service desk for patron use.
5. No food or beverages are allowed in the reading room.
6. Five boxes or three books may be requested at the same time. Only one book or box may be on a table at time.
7. Information about photocopying or duplicating is available at the service desk. Most Duplication requests will be filled within seven business days.
8. Special permission from Archives staff is required for use of cameras, tape recorders, and all copying devices.
9. Always have a large clear space in which to work.
10. Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.
11. Nothing should be placed on top of books except book weights, which Archives & Special Collections staff will provide.
12. MATERIALS MUST NOT BE WRITTEN ON, ALTERED, LEANED ON, FOLDED OR TRACED. NEVER WRITE ON PAPER WITH LIBRARY MATERIAL UNDERNEATH. The impression can pass through and damage material.
13. TAKE CARE NOT TO DRAG ANYTHING, SUCH AS JEWELRY, ACROSS THE SURFACE OF MATERIALS.
14. KEEP MATERIAL FLAT ON TOP OF THE TABLES.
15. If damage occurs during handling, notify a staff person immediately.
16. Keep all materials in the same order in which they are provided to you.
17. When you are finished for the day, notify the staff whether you are done with the material, or whether you plan to return.