



Archives Use Guidelines

- *Materials in the Archives cannot be taken outside the department.*
- *Coats, purses, briefcases, backpacks, envelopes, books, notebooks, and other items not needed for research purposes must be left outside or at the Circulation Desk.*
- *Only paper and pencils are allowed for taking notes. The use of pens in the research room is forbidden. Use of computers for taking notes is acceptable. Please check in advance about scanning.*
- *Maintain documents in the order found. If you feel something is misplaced or missing, please consult immediately with the department staff. Handle documents carefully. Do not lean on, write on, or write over documents. Do not fold, trace, fasten with paper clips, or handle material in any way likely to damage it. Do not use post-it-type markers.*
- *Researchers suspected of manuscript theft or vandalism may be subjected to search or prosecution in accordance with the laws of the State of Alabama.*
- *Researchers are responsible for the safeguarding of any materials made available in the research room. The department permits reproduction of materials collections on a case-by-case basis, depending on the condition and legal status of the items.*
- *Drinking and eating are strictly prohibited in the Library.*