



# RESEARCH AND COLLECTION USE GUIDELINES

We are happy to help you work first-hand with the historical materials housed in the Glenn Curtis Smoot Library and Archives. We require your cooperation with the following guidelines to ensure the continued preservation of our historical resources.

1. Requests to use archival materials must be submitted on a research request form. We are happy to offer suggestions based on broad research topics, but the narrower your request the easier it will be for us to assist you. Certain collections carry donor restrictions that may limit their use.
2. All library and archival materials must remain in the Glenn Curtis Smoot Library and Archives, under supervision of museum staff. All collections are non-circulating. Notify museum staff before leaving the building. Please notify staff if you wish to continue your research at a later date.
3. Food and beverages are not allowed in the library.
4. Only pencils and electronic devices may be used to take research notes; NO ink pens, fountain pens, ink bottles, gel pens, highlighters, etc. NEVER mark material, even with pencil. Take notes on the table surface only. Do not lean on or take notes on top of historical materials.
5. When handling photographs or manuscript pages, always wear white cotton gloves provided by museum staff.
6. Materials are to be handled with care and returned in the order and condition in which they were received.
7. Printed materials may be photocopied at \$0.25 per page (or photographed without charge) if copyright provisions allow and if copying can be done without damage to the materials.
8. Reproduction of photographs and other images is done by museum staff upon written order. See the Permission Request for Use of Images and the Photo Order Form.
9. References to archival materials in resulting papers, articles, books, presentations, or other forms of dissemination must be appropriately cited and credited to the museum. For example: "Ralph Owen manuscript, pp. 22-25, Chippewa Valley Museum."