

In order to preserve and protect the materials housed in Special Collections and Archives, the following procedures have been adopted:

1. Before using archival materials, the researcher will fill out a registration form (reverse side) and present a photo ID to the reference archivist.
2. All briefcases, purses, book bags, and backpacks will be stored in the lockers in the reading room. All outerwear, hats, and umbrellas will be hung on the coat rack in the reading room.
3. Keys are available for the restrooms.

Reading Room Procedures

4. To preserve the unique materials brought to the reading room, eating, drinking and smoking are not permitted. GSU is a smoke-free workplace.
5. All materials are used only in the reading room.
6. Notes while using archival materials may be in pencil only, with care taken to avoid any marking of or damage to the collections. Annotations already present on materials will not be removed.
7. To assist in the preservation of documents and books, all researchers will handle materials carefully.
8. Researchers will use only one box of materials at a time, and will be careful to maintain the sequence of the documents within the folder. If any of the contents of a box or folder appear to be out of order, please bring this to the attention of the reference archivist on duty in the reading room.
9. Materials stored off-site may require up to five working days for retrieval.
10. If the physical condition of the original permits, duplication services for items not under special restrictions are available. Details of duplication services and their costs are available from the reference archivist.

Publication, Citation, and Copyright

11. As stated just above the signature line on the reverse Researcher Registration Form, it is the researcher's responsibility to comply with the copyright laws respecting publication of materials from Special Collections and Archives, Georgia State University Library.
12. Written permission from Special Collections and Archives is required before materials from the collections are mounted on the Internet, world wide web, etc.
13. We require that citations be written as follows:

Manuscripts

[item], [folder title], [series title (if any)], [collection name], [name of curatorial unit*], Special Collections and Archives, Georgia State University Library, Atlanta.

Photograph Captions

[description of image], [identification number or name], [name of curatorial unit*], Special Collections and Archives, Georgia State University Library, Atlanta.

*The curatorial units are: Southern Labor Archives; University Archives; Popular Music Collection; Georgia Government Documentation Project; Women's Collections; Rare Book Collection.