

**Policies for Use of Materials from the Collections of
the Archives and Special Collections Department (A&SC) of the University Libraries**

Please adhere to the following policies while using the collections of the Archives and Special Collections Department (A&SC) to ensure the protection of these rare and/or unique materials:

- *Registration:* Researchers who wish to consult the materials held in the collections of the A&SC must sign in each time they visit for usage statistical tracking purposes, providing their name, address, phone number, signature, and the collection used.
- *Non-Circulating Collections:* To ensure their preservation for current and future generations, all materials must be used within the reading room of the A&SC under the supervision of departmental faculty or staff. A&SC materials do not circulate.
- *Personal Belongings:* Personal effects such as outerwear, bags, backpacks, purses, and briefcases will be held in the processing area of the A&SC while the researcher uses materials from the collections.
- *Food and Drink:* Food and drink are not permitted in the A&SC.
- *Note-taking:* Researchers may take notes in an electronic device such as a PDA or laptop computer or on paper using pencils supplied by A&SC staff. Ink and highlighters are prohibited.
- *Handling of Materials:* Use great care when handling all materials as they are rare or unique, delicate, and easily subject to permanent damage. Handling details:
 - Be sure your hands are clean and dry.
 - Do not mark, write on, or alter the materials in any way.
 - Keep the spine of books on the tabletop and do not turn them over with the pages down.
 - Books require support at all times. Always use two hands to pick up a book and avoid placing strain on the hinges or joints.
 - Boards (or covers) of a book should not be bent back beyond the natural opening of the book to prevent damage to the joints.
 - Do not lean, rest your hands, or write on top of the pages, illuminations or handwriting.
 - Do not lick your finger or use an eraser to turn a page.
 - Use only the paper markers provided to mark your place.
 - Do not use any fasteners, such as paper clips or staples in a book.
 - Do not attempt to mend pages with any type of pressure sensitive tape.
 - Do not turn down the corners of the pages.
 - When using manuscripts, please maintain the exact order and arrangement of pages within folders and boxes.
- *Copyright Permission:* The materials within the A&SC are protected under the copyright law of the United States (Title 17, U.S. Code): <http://www.copyright.gov/title17/>. The researcher is responsible for securing permission from the copyright holder to publish or reproduce content from materials found in the collections. A&SC and USD do not own the literary rights to materials in the collections unless such rights have been specifically granted by the author, the author's heirs, or assigns. A&SC and USD do not assume any (the researcher assumes) legal responsibility for any infringement of literary, copyright or publication rights belonging to the author, heirs or assigns. In granting permission to publish materials held in the A&SC, USD does not surrender its own right to thereafter publish materials or grant others permission to publish it.
- *Citations:* Researchers who refer to any materials held in the A&SC in a work of any type must cite the A&SC Department of the University Libraries. Sample citation formats:
 - Mamie Shields Pyle Papers, Richardson Collection, Archives and Special Collections, The University of South Dakota.

- Army Specialized Training Program, USD Archives, Archives and Special Collections, The University of South Dakota.
- *Photocopies and Digital Reproductions:* Researchers may request photocopies/digital reproductions of materials from the collections as long as the photocopies/digital reproductions will be used exclusively for private study, scholarship, or research purposes. A&SC's faculty or staff will make the copies if the A&SC Librarian or staff agrees that the materials can withstand copying and are not restricted from copying for legal or policy reasons. Photocopies/digital reproductions may not be published, further reproduced, or transferred to any other person or institution, without the written permission from the copyright owner(s), A&SC Librarian or staff, and/or Dean of Libraries.
- *Administrative Fees:*
 - \$5.00 administrative fee for all orders and requests that are invoiced by the University Libraries and delivered through the U.S. Mail or other delivery service, file transfer or e-mail
 - Applies to photocopying, scanning with flatbed, slide, film, and rare book scanners, and digital photography services
 - Is in addition to all photocopying, scanning, and digital photography services fees
 - Does not apply to USD faculty, students, and staff
- *Photocopying Fees:*
 - \$0.10 per page for researchers visiting A&SC
 - \$0.15 per page for requests sent out by mail plus postage
 - The copier does not accept CoyoteCards.
- *Scanning Fees for Flatbed, Slide and Film Scanners:*
 - \$2.50 for each scan under 600ppi - any file format (excludes slides, 35mm negatives, yearbooks and newspapers)
 - \$5.00 for each scan 600ppi and over as well as all scans of slides, 35mm negatives, yearbooks, and newspapers - any file format
 - \$2.00 for each CD-ROM provided by A&SC
- *Scanning Fees for Rare Book Scanner:*
 - \$20.00 per hour within the SD BOR system or \$25.00 per hour outside the SD BOR system
 - 1 hour minimum charge
 - After the first hour of service, fees are charged in 15 minute increments.
- *Digital Photography Services:*
 - \$30.00 per hour within the SD BOR system or \$35.00 per hour outside the SD BOR system
 - 1 hour minimum charge
 - After the first hour of service, fees are charged in 15 minute increments.
- *Restrictions on Use:* Some collections and materials were donated to A&SC with restrictions on their use. Researchers must abide by these restrictions as communicated by A&SC's faculty and staff. A&SC faculty and staff reserve the right to refuse access to the materials in the collections to any individual.
- *Restrictions on Use of USD Records:* Use of the materials in A&SC is subject to policies and procedures designed to protect and preserve the materials and the personal information of all persons. The staff of the department will review all USD records to remove personal information about students to comply with the requirements of FERPA and HIPAA legislation before allowing a researcher to look at the materials. Researchers may be asked to return at a later date upon notification when the requested materials have been reviewed and prepared for use. Some materials in the collections, including certain categories of USD records, may be unprocessed and unavailable for consultation and research. Researchers may be referred to the USD department that donated the records to seek permission to examine certain records.