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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 register annually for usage statistical tracking purposes, providing their name, address, phone number, signature, and the collection used.
- **Access to Off-Site Collections:** Please inquire as to the location of the intended research materials before visiting the A&SC. Collections stored off-site usually require 2-5 business days for retrieval.
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- **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.
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- **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.
 - When using manuscripts, please maintain the exact order and arrangement of pages within folders and boxes.
 - 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.

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- **Administrative Fee:**
 - \$7.50 administrative fee for all orders and requests that are fulfilled by the University Libraries
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 - Does **not** apply to USD faculty, students, and staff

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 - \$0.10 per page for researchers visiting A&SC
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 - \$5.00 for each scan under 600ppi - any file format (excludes slides, 35mm negatives, yearbooks and newspapers)
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 - 1 hour minimum charge
 - After the first hour of service, fees are charged in 15 minute increments.

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 - \$2.25 for each CD or DVD, plus shipping if the copy is mailed

- **Digital Photography Services:**
 - \$30.00 per hour within the SD BOR system or \$35.00 per hour outside the SD BOR system
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