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 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.

- **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 on an electronic device 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.
  - 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
  - Applies to copying, scanning, and digital photography services offered by A&SC
  - Is in addition to all copying, scanning, and digital photography services fees
  - Does not apply to USD faculty, students, and staff

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  - Photocopier can produce paper copies or PDF digital copies.
  - $0.10 per page for researchers visiting A&SC
  - $0.10 per page for distance patrons, plus postage if receiving paper copies

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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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  - $2.25 plus postage for each CD provided by A&SC

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  - $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.

- **Copying CD or DVD Fees:**
  - $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
  - 1 hour minimum charge
  - After the first hour of service, fees are charged in 15 minute increments.