RULES FOR USING THE RESEARCH ROOM

The Archives Research Room is provided for the convenience of researchers wishing to use public records, manuscripts, maps, rare books, visual materials and moving images. Please remember that these materials are unique and fragile and their continued existence depends on the care given to them. The use of these materials is freely granted to all responsible researchers subject to the following regulations:

1. The annual registration form must be completed and/or updated on the researcher's first visit to the Research Room during each fiscal year (July 1 - June 30).

2. Researchers must sign the daily registration log each day when entering the Research Room.

3. Only pencils may be used in the Research Room. Computers, typewriters, and tape recorders may also be used with staff permission.

4. Food and beverages are not allowed.

All Archives stacks are closed to researchers unless accompanied by an Archives staff member.

The use of certain materials is restricted by statute or by donors. For the protection of its collections, the Archives also reserves the right to restrict the use of unprocessed, extremely valuable, or fragile materials. Materials do not circulate and are not loaned to individuals.

The researcher assumes full responsibility for conforming with the laws of libel, privacy, and copyright which may be involved with his/her use of materials.

All notes, photocopies, books, and other papers may be inspected by staff. By law, the Archives is given the right to detain any persons suspected of attempting the unauthorized removal of any archival material. (WISCONSIN STATUTES, Chap. 943.60. Text in LAWS OF 1979, Chap. 245.) Penalties for archival theft include a fine of up to $10,000 and prison term from nine months to ten years depending on the value of the materials taken.

When working with manuscripts, public records, maps, books, and photographs:

1. A researcher should only work with one container of archival material at a time and should complete work with that container and return it to a re-shelving cart before using another container.

2. All materials must be handled carefully. They must not be leaned upon, marked, bent, or torn. Their existing arrangement must be preserved. Sheets must be turned in order and kept neatly in the folders. Please report to the staff any errors in cataloguing, dating, or filing.

3. Photocopying is self-service but staff permission must be sought before copying any bound volume, oversize sheet, or fragile item.

4. Gloves must be worn at all times when handling photographic materials.