

RULES FOR THE USE OF THE ARCHIVES

RESEARCH ROOM

1. Researchers must complete and sign this application form prior to conducting research, and they must provide acceptable identification with photograph.
2. Researchers must register each day, indicating times of arrival and departure.
3. Briefcases, book bags and other oversized carrying articles must be placed in assigned lockers outside the research room. GMMA staff reserves the right to inspect all research material and personal articles before a researcher leaves the building. No archival material may be removed from the research room.
4. Only pencils are permitted in the research room. Tape recorders, personal computers (without printers), cameras and scanners are permitted in the research room at the discretion of the archivist.
5. Maintain archival material in its original order. Consult with the archivist before reproducing any archival material. Use care in handling all archival material. No marking, writing or erasing is permitted on archival material.
6. No smoking, eating or drinking is permitted in the research room. Smoking is prohibited in the building--including the restrooms.
7. Researchers having offensive bodily hygiene that constitutes a nuisance to other patrons or staff will be asked to leave. Shoes and shirts are required in the archives at all times.
8. Researchers are not permitted to use cell phones in the research room while other patrons or staff are present.
9. Researchers may request material from the stacks up to forty-five (45) minutes from daily closings, excluding lunch closings.

ACCESS Access to archival material will be granted to a researcher under the terms set forth in the *GMMA ACCESS POLICY* (on back of this application) and upon completion of this application. The use of certain material is restricted by reason of its origin, or by donors. For the protection of its collections, the GMMA reserves the right to restrict access to records that are unprocessed, rare and fragile.

PHOTOCOPIES Researchers must read and complete the *PHOTODUPLICATION REQUEST* form before making photocopies. Researchers may make a single copy, per item, for their own personal use. The copy must not be further reproduced or published elsewhere without prior written permission of the GMMA. Separate policies govern audio-visual reproduction and are available upon request.

PERMISSION TO PUBLISH Access to material is not authorization to publish it. Rather, written application for permission to publish must be made to the GMMA.

COPYRIGHT In granting permission to publish archival material, the GMMA does not surrender its own right to publish the material or to grant permission to others to do so. The GMMA assumes no responsibility for infringement of copyright or of publication rights in the material held by the author, his/her heirs, executors or assignees. Request for permission to reproduce material in which reproduction rights are reserved must be accompanied by signed written permission of the person(s) holding these rights.

LOANS Generally, no archival material will be loaned out. Instead, the GMMA will consider requests for the reproduction of such records. **NOTE:** The GMMA will consider loan requests for exhibits on an individual basis.

CITATIONS Include citations in published and unpublished work. For archival collections, cite the document, date, box/folder numbers, collection number and name, GMMA. **Example:** Boris Shishkin to William Green, 20 July 1948, 3/15, RG13-001, Shishkin Papers, The George Meany Memorial Archives.