



# Rules of Use for the Archives of the University of Missouri

- Coats, bags, and other personal belongings must be placed on the coat rack or away from research tables.
- No food, beverages, or tobacco are allowed in the reading room.
- Only paper, pencils, and portable electronic devices are allowed at the reading room tables.
- Archival material will only be made available for research in the reading room and cannot be removed.
- Researchers must
  - be able to present photo identification upon request;
  - read and sign this *Rules of Use* form;
  - complete *Sign-in Log* stating researcher name and research topic;
  - keep documents in exact order, facing in same direction they were found in the folder, and return folders to box in the correct order; and
  - use care in handling all research materials, being careful not to mark or damage them.
- Photocopying and other duplication services will be provided by University Archives staff and require completion of the *Request for Duplication* form.
- Photographs taken by researchers require prior approval and completion of the *Request for Duplication* form.
- Materials housed in this repository may be protected by copyright law (U.S. Code - Title 17).
  - Permission to publish from unpublished manuscripts or published works under copyright must be obtained from the holder of the copyright.
  - The granting of permission to publish by University Archives or the University of Missouri does not absolve users from securing permission from copyright holders and from paying fees the holders may require if University Archives does not own copyright or if the materials are not in the public domain.
  - Researchers assume all responsibility for questions of copyright and invasion of privacy that may arise from copying and from using such copies.
- University Archives reserves the right to limit the use of any material based on physical condition or access restrictions.
- University Archives may at any time prohibit the further use of its collections by a researcher for failure to comply with rules of use.

**I hereby agree to act in accordance with these rules.** Furthermore, in consideration of my being granted permission to examine the holdings of University Archives under the terms set forth on this sheet, **I agree to indemnify and hold harmless** the University of Missouri, their officers, employees, and agents, from and against all claims and actions arising out of my use of those holdings.

Researcher Name (printed)	Researcher Signature	Date	Staff Initials



**July 2020 ADDENDUM  
to the  
Rules of Use for the Archives of the University of Missouri**

In addition to the Rules of Use (201805rev), patrons of University Archives agree to:

- Read and follow all University of Missouri guidelines regarding the use of campus facilities as outlined on the Show Me Renewal webpages (<https://renewal.missouri.edu/>), in particular the Safety Precautions (<https://renewal.missouri.edu/safety-expectations/>) which are highlighted below:
  - Maintain social distancing of 6 feet between individuals
  - Use face coverings
  - Hand hygiene
  - Daily temperature check
  - Daily symptom checklist
  
- Wear face coverings due to the confined spaces of Lewis Hall where University Archives is located:
  - in the 7<sup>th</sup> floor hallway (where the Reading Room is located),
  - in the Reading Room,
  - and when consulting with an archives staff member during the research visit.
  
- Follow additional instructions relayed by archives staff before and during the research visit.

Researcher Name (printed)	Researcher Signature	Date	Staff Initials