

Special Collections, Carrier Library at James Madison University
Rules Governing Use of Materials

1. New researchers are required to show identification and complete a registration form at the time of their first visit. Registration is updated annually.
2. Food, chewing gum, drinks, and tobacco are prohibited.
3. Personal items cannot be brought into the Reading Room. Lockers are available for patrons. The library assumes no responsibility for lost or stolen items.
4. Only loose-leaf or plain copy paper, index cards, portable computers, loose research notes and pencils are allowed in the Reading Room, unless specific permission has been granted to do otherwise. SC materials are not to be written on. No ink pens are allowed.
5. Patrons must complete patrons request forms (call slips) for materials requested. Only one box or one folder of records may be used at a time. Patrons will be expected to maintain the order of the collection in which it is served.
6. Patrons may be asked to wear cotton gloves if handling photographs. Do not place anything on top of SC materials except for library-provided weight bags. Do not trace or lean on any portion of a document. Materials must be placed flat on the table and not held in the air, hands or lap. Support the spines of fragile books and bound manuscripts using the book cradle provided.
7. Materials in Special Collections do not circulate and may not be removed from the Reading Room. Only JMU theses and dissertations may be requested and served in the reference area of Carrier Library.
8. **Copyright.** Patrons are fully responsible for abiding by copyright law stipulations (Title 17, U.S. Code) that a copy is not to be “used for any purpose other than private study, scholarship, or research.” Although the Library will make every effort to assist patrons in gathering the information necessary to clarify applicable copyright provisions, in all cases it is the responsibility of the patron to determine whether a work has passed into public domain; to determine copyright ownership of a work; and to procure from such owner(s) permission to quote beyond “fair use” limits or to publish an unpublished work whole or in part.
9. **Photocopying/scanning.** Materials will be photocopied by SC staff at their discretion. The first 10 photocopies are free to all patrons; additional copies are \$.15 per page. Fees for digital images vary based upon the number of images and complexity of the order; see SC Staff for assistance.
 - Special Collections staff reserve the right to refuse any request.
 - Patrons may be asked to return for copies or scans if they cannot be made at the time of request.