



UCA Archives Reading Room Policies and Procedures

Visiting the Reading Room

- The UCA Archives is open to all members of the research community including students, faculty, staff, and the public. We ask that researchers younger than sixteen be accompanied by an adult or guardian.
- Before accessing UCA's archival holdings, a research appointment or reference interview is required.
- All researchers will be required to have a current registration form on file at the beginning of their research appointment, a current photo ID (passport, University ID, school ID, or driver's license) is required. Registration forms expire one year after signing and a new form will need to be completed upon expiration of the old form.
- Certain types of personal property are not allowed in the research area and must be left by the coat rack. No laptop cases, purses, briefcases, glasses cases, or large coats are allowed in the research area. All personal items for all researchers will be inspected by a member of the archival staff upon departure from the reading room.
- No pens, markers, or highlighters are allowed in the reading room.
- No food, drinks, smoking products, or gum is allowed in the reading room.
- Researchers are permitted to have paper, pencils, a laptop, a small camera, and a cell phone during their research appointments. All materials for all researchers will be inspected by a member of the archival staff upon departure from the reading room.
- Flash photography is not permitted in the reading room.
- The UCA Archives asks that all cell phones be set to silent in the reading room.
- The UCA Archives asks that researchers refrain from dictation and personal conversations in the reading room.
- The holdings of the UCA Archives are non-circulating and must remain in the reading room at all times.
- Any born-digital materials that are accessed from the UCA Archives are not to be duplicated, downloaded, or transferred from the reading room.
- Researchers will only be allowed one item or box at their research space at a time. Researchers may request more than one box per appointment.
- The UCA Archives reserves the right to restrict access to any material due to fragility, privacy issues, or proprietary rights.
- Photocopies are permitted unless photocopying will harm the record. Please see a member of the archival staff for any photocopying requests.
- By using the UCA Archives the researcher assumes responsibility for returning the archival materials in the same condition in which they were delivered.
- All materials in use must remain flat on the table, this includes archival folders.
- The UCA Archives asks that any researcher needing to step away from their area for more than a minute or two return their materials to their box.



Material Handling

- Hands should be washed with soap and water before handling archival materials, hands should be free of lotions and creams or hand sanitizer.
- The research area must remain tidy with no boxes or personal computers blocking the view of the archival staff.
- Researchers are prohibited from marking, erasing, cutting, folding, or altering archival material.
- Researchers are prohibited from making tracings or rubbings of archival material but are encouraged to take photos.
- Researchers are prohibited from writing on top of archival materials or archival folders.
- Researchers are prohibited from resting books or other objects on top of archival materials, folders, or boxes.
- Nitrile gloves will be required for handling photographic materials not housed in mylar, gloves will be provided by the archival staff.
- Paper-based materials should be handled by their edges whenever possible.
- Bound volumes require appropriate book supports, which will be provided by the archival staff.
- Archival material and folders should remain flat on the table, pages and sheets of paper should be turned one at a time.

Original Order

- All researchers must maintain the original order of the archival materials.
- Researchers may not shuffle, shift, or otherwise change the order of documents or items within a folder.
- Researchers may only have one folder of materials open in the research area at a time.
- Researchers may not remove items from their folders.
- Researchers may not remove photographs from their sleeves.

Researcher:

Date:

Archival Staff Member:

Date:
