

UPPER NEW YORK ANNUAL CONFERENCE ARCHIVES
7481 Henry Clay Blvd.
Liverpool, NY 13088
315-898-2000

RULES OF THE RESEARCH ROOM

1. Materials in this repository do not circulate and must be only be used in the research room.
2. Sign in the daily logbook and sign the Usage Form.
3. Briefcases, coats, notebooks, computer and/or scanner cases, envelopes and folders with pockets may not be brought into the research area.
4. Place all cellphones on silent as to not disturb other researchers.
5. Only pencils, cellphones or computers are to be used to take notes.
6. Researchers may use personal cellphones, computers, digital cameras and scanners with the permission of the Archivist. A signed FORM is required for use indicating what will be scanned and what the intended use will be.
7. Use care when handling the items in the collection. Turn pages slowly and carefully. You will be furnished white cotton gloves to wear when handling photographs, manuscript documents or maps requiring special protection. Access to certain materials may be restricted due to extremely fragile condition. Failure to observe special procedures when appropriate may result in curtailment of privileges.
8. One volume or container of records will be issued to a patron at a time. When the patron is finished with that item, the record will be returned to the archives staff/desk and the patron may use another volume or container. Containers/volumes should be used one at a time even if more than one container or volume has been requested.
9. When the patron has completed his work or leave temporarily, the volume or container must be returned to the staff.
10. Manuscripts must not be marked, altered or defaced.

11. All manuscripts and volumes must be laid flat on the table and not on the lap of the patron or propped up against the table. Leather bound books should be placed in a book cradle so that the pages are opened to 60°-80°.
12. Only one folder of loose papers may be opened at a time to prevent mixing.
13. Papers are not to be rearranged under any circumstances. If the researcher thinks the papers are out of order, the patron is asked to bring it to the attention of the archivist.
14. No smoking, drinking, or eating is allowed in the Research room.
15. The patron is to comply with all copyright regulations. Copy services are governed, as applicable by Copyright Law (U.S. Code Title 17) and by the New York Freedom of Information Act (Public Law Art.6). Copies of materials that are protected by copyright are furnished for "private study, scholarship, or research" and are not to be used or reproduced for any other purpose without the permission of the copyright owner. The Archives reserves the right to refuse to copy materials protected by copyright, if the archivist feels that the copyright law would be violated. In providing copies of materials, the Archives does not assume any liability for infringement of copyright or other rights. These regulations also apply to materials that are photographed or scanned, as well as digitized materials downloaded from online archival collections.
16. Permission to photocopy will depend on the condition of the material and number of copies requested. Cost will be \$0.10 per copy for 8 ½ X 11 size paper and \$0.25 per copy for 11 X 17 size paper.
17. Anyone who violates these rules may lose access privileges to the Archives.

SIGNED: _____

DATE: _____