



UNIVERSITY OF SAINT MARTIN
UNIVERSITY OF SAINT MARTIN
UNIVERSITY OF SAINT MARTIN

Research Room Use Policy – General guidelines for the Archives and Special Collections

The Saint Martin's University Archives and Special Collections has developed this policy to ensure the protection and proactive stewardship of its materials. The improper handling and/or deliberate damaging

and the general public if

All researchers have made an appointment by completing a "[Research Appointment Request](#)

"



SAINT MARTIN'S UNIVERSITY UNIVERSITY OF THE SACRAMENTS LIBRARY

All materials and container contents must be kept in their original order. Researchers are not permitted to reorder materials. If something seems out of place, or requiring adjustment, researchers are requested to notify Saint Martin's University Archives and Special Collections staff.

No marks, notes, changes, or any alteration of archival and special collections materials are permitted.

Books should receive adequate support to reduce strain on the binding and covers. Book supports and cradles should be used to keep a book open at a desired angle. To keep a page open

open (m) t peaeu-6)-spait aile-5) J10 .3) J13 k) C 0 w 1030)-3c)-9ia80)-(6n) 2s) 4) J10)-3c)svm-6csM



CENTER FOR CULTURAL STUDIES AND RESEARCH

All materials or objects should remain flat on the research room table. Materials are not allowed to be placed on a researcher's lap, stacked on other objects, or read while being held.

All materials not being used must remain lidded or closed in their original folder, box, or other storage container.

Researchers must use a provided placeholder when removing objects from folders, boxes, or other storage containers. When using materials in boxes and folders, only one folder or object may be examined at a given time. Prior to accessing a different folder or object, the original item must be replaced in its original location. All placeholders must be removed and returned to archival staff after a researcher is finished.

~~Copyright © 2015 by the Board of Regents of the University of Wisconsin System. All rights reserved. This document is the property of the Center for Cultural Studies and Research. It is not to be distributed outside the Center without the permission of the Center Director.~~



UNIVERSITY OF ARKANSAS
SYSTEM
MEDICAL CENTER

Signature – Research Room Use Policy

I understand and agree to the conditions of use described herein:

Visitor name: Click or tap here to enter text.

Visitor signature:

Visitor email: