



Regulations for Use

The Research and Collections Division of the Center for American History is a research archive and rare materials library which facilitates research on the historical development of the United States. The Center is open to anyone agreeing to abide by its regulations for use of materials. The following guidelines help preserve the Center's historically valuable materials for future generations.

Reference help and guidance is available from the Center staff. Please ask for help at either the Information Desk or the Reference Desk.

1. All patrons must present valid photo identification and be registered at the Information Desk on each visit.
2. No bags, purses, notebooks, binders, coats, hats, books or other personal property are allowed in the Information Area and Reading Room. Patrons will store these items in the lockers provided while doing their research.
3. No cell phones or personal stereos are permitted. These items must be turned off and placed in lockers. Beepers may be placed on vibrate. Loud talking is prohibited.
4. Food, drink, and tobacco are not allowed.
5. All Center materials (with the exception of microforms) may be used only in the Hogg Reading Room under staff supervision. Callslips must be completed for each item requested. Microforms are self-service in the Winkler Study and do not require callslips.
6. No more than 5 books and/or 3 manuscript boxes will be retrieved at a time. No more than 7 boxes will be recalled from offsite storage per day.
7. No items will be retrieved after 4:45 p.m.
8. CAH computers are only for use in conjunction with research conducted at the University of Texas.
9. Only loose sheets of paper or note cards that have been stamped at the Information Desk are allowed in the Reading Room. Post-It® Notes are not allowed. Loose notepaper is provided at the Information Desk and in the Reading Room. **Patrons must present all materials to Information Desk for checking prior to departure.**
10. Use of ink is prohibited. Pencils are provided at the Information Desk and in the Reading Room.
11. Personal computers are permitted, but computer-carrying cases must be placed in lockers.
12. Cameras, video equipment, sound recording equipment, etc. may only be used with special permission and by appointment. Scanners & digital cameras are not permitted in the reading room.
13. Prior arrangements are required for the use of special materials such as sound recordings, unprocessed items, and materials stored offsite.

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14. Materials must be handled with great care. The Reading Room staff monitors the use and handling of materials at all times. Proper handling guidelines include but are not limited to:
- Not making any marks, erasures, or any other changes to the documents.
 - Keeping all items on the table while being used. Place nothing in the lap or propped against the table.
 - Using only book cradles and book weights that are assigned by CAH staff.
 - Placing nothing on top of CAH materials; do not write on top of, alter, lean on, fold anew, or trace materials.
 - Turning pages slowly and carefully, touching only the margins if possible.
 - Wearing the gloves provided when working with photographic materials.
 - Removing materials from boxes and open folders to use documents or to insert photoduplication sheets.
 - Keeping all collections in their existing order and arrangement.
 - Notifying Reading Room staff if you suspect any errors; not addressing errors on your own.
 - Maintaining the sequence of folders within the box.
 - Maintaining the sequence of pages within the folder; pages will stay in order if turned like the pages of a book.
 - Aligning folder contents properly as you move through them; not shaking down the contents.
 - Using the forms available in the Reading Room for ordering photocopies and following instructions on the worksheet.
15. Patrons may order photocopies of materials, but all photocopying is subject to the final approval of the CAH staff. Some materials cannot be copied due to condition or other restrictions. No items may be removed from the Reading Room for self-service copying without the approval of the Reading Room staff. Maps, newspapers, and **other materials larger than 11" x 17" will not be copied**. If you would like to purchase photographs, please contact CAH staff for more information.
16. The researcher assumes full responsibility for conforming to copyright, literary property rights, and libel laws.

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin TX, 78713 (email: cfo@www.utexas.edu).

I have read the above regulations and agree to abide by them.

Date: _____ Signature: _____

UT? Yes _____ No _____

Name (Please Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ E-mail: _____

STAFF USE ONLY: Photo I.D. Type: _____ I.D. #: _____