## I have read and agree to abide by the rules of the CSU Archives as printed below:

All researchers must register to use the archives. Photo identification is required (driver's license, passport, student ID, or other photo ID).

A majority of our collection is housed in areas closed to the public. A staff member will retrieve the items you wish to consult and make them available in the reading room. Patrons must remain in the reading room and not enter the closed areas of the archives.

You may open only one box or bound volume at a time. You may remove and open only one folder from a box at a time. The records should stay flat on the table at all times. The records must be kept in the same order in which they are given to you. If materials appear to be out of order, do not rearrange the records yourself. Alert the staff instead.

Please handle all material with care. Do not fold or write on any materials. The use of gloves may be required for some materials. You are responsible for safeguarding the condition of the records that have been brought to you.

Pens or permanent markers cannot be used in the Archives. Please use pencils only.

Eating, drinking, and smoking are NOT allowed in the Archives.

Materials may NOT be removed from the Archives.

The staff of the Archives reserves the right to inspect all research materials and personal articles before a patron leaves the premises.

Reproduction services are available upon request to Archival staff. Photocopies are 25 cents per item. Other digitization fees vary. Use of personal digital cameras, scanners, and other recording equipment must be authorized by the archivist.

Reproductions will be made only for use in research, teaching, or private study. They may not be made for or donated to other repositories and may not be further reproduced without permission from the CSU Archives.

The user agrees to give proper acknowledgment to the CSU Archives and further agrees to secure permission in advance from the CSU Archives to publish any item in any way, in whole or in part, from its collections.

Columbus State University Archives does not claim to control the rights of reproduction for all materials in the collection. The publishing party assumes all responsibility for clearing reproduction rights and for any infringement of the U.S. Copyright Code and agrees to indemnify and hold harmless Columbus State University, its officers, employees, and agents from and against all suits, claims, actions, and expenses.

Signature: _	 	 	
Date:			