SPECIAL COLLECTIONS DEPARTMENT
REGULATIONS FOR USE AND RESEARCH APPLICATION

The Special Collections Department houses materials in four divisions: University Archives, Rare Books and Mississippiana, Manuscripts and Congressional Collection. All materials are available for use by anyone agreeing to abide by department regulations.

1. Researchers must complete or update a research application form each fiscal year (July 1-June 30), provide acceptable identification (MSU identification card, driver's license, or other photographic identification card), and agree to the regulations for use of Special Collections materials by signing and dating the research application. On subsequent visits, all patrons must show I.D. and sign the researcher register at the reception desk.

2. Briefcases, books, coats, hats, bags, purses, or other personal property are not permitted in the reading room. Self-service lockers are available for storing these items during the patron's stay. Researchers should bring I.D. and change or Moneymate needed for photocopying to the reading room.

3. Researchers may take only a notebook, loose sheets of note paper, note cards or other materials approved by staff into the reading room. All materials taken from the reading room will be checked prior to the researcher's departure.

4. **Pencils only may be used in the reading room.** Pens of any kind are prohibited. Computers, typewriters, and recording devices may be used, provided that such use does not disturb other researchers, and provided that suitable space for use is available.

5. Most Special Collections materials are housed in closed stacks and may be used **only** in the reading room. Researchers may request items by completing a call slip for each item requested.

6. Genealogical books are available for browsing on designated shelves in the reading room. Please leave books from the genealogical browsing shelves on the table.

7. The researcher accepts responsibility for careful handling of materials as follows:

   * Materials must not be written on, altered, leaned on, folded anew, traced, or weighted.

   * The existing order and arrangement of unbound materials must be preserved. Any disarrangement or missing items should be reported to the reading room attendant immediately.

   * Researchers normally will be limited to using no more than one manuscript box at one time. Upon completion of a box, patrons must return box to the reading room attendant before additional boxes will
be issued.

* Remove only one folder at a time from the box in use. Use the "OUT" card provided for marking the place of the removed folder. Leave documents inside folders as they are examined.

* Gloves will be issued to patrons handling photographs or other fragile materials.

8. All photocopying must be done by Special Collections staff and decisions about photocopying will be made on a case-by-case basis. Manuscript and archival researchers may order photocopies or other types of reproduction services by completing a "Request for Reproduction" form. The reading room attendant will provide flags and clips for marking materials to be copied and will give instructions appropriate for the collection in use. For non-archival and manuscript copying, the reading room attendant will give instructions for marking material.

9. Tobacco, food, chewing gum, and beverages are not permitted in the reading room. Loud talking or disturbing other researchers is prohibited.

10. All materials must be returned to the reading room attendant before leaving the research area.

11. Prior arrangements may be required for the use of some materials.

12. PERMISSION TO PUBLISH:
Researchers should be aware that the Copyright Law of the United States (Title 17, U.S. Code) provides protection for unpublished materials as well as published works. Permission to publish from or quote from unpublished manuscripts or from published items under copyright must first be obtained from the copyright holder. THE RESEARCHER ASSUMES FULL RESPONSIBILITY FOR CONFORMING TO THE LAWS OF COPYRIGHT.

13. CITATIONS:
In citing materials from archival and manuscript collections located in the Special Collections Department, the following form should be used: Identification of the item, title of the collection, Special Collections Department, Mitchell Memorial Library, Mississippi State University.

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

Date _______________ Signature ___________________________________