

Rauner Special Collections Library Dartmouth College Library

Regulations of Use

Room Regulations

1. Researchers must sign a registration form once per calendar year. A copy of this form will be provided to each researcher upon request.
2. All briefcases, purses, coats, and other personal articles must be deposited in the locker or on hooks in the lobby. The library reserves the right to inspect all research materials and personal articles before a patron leaves the reading room. Only paper, pencils, lap top computers and other needed references or notes may be used in the research area.
3. Researchers are allowed no food or beverage in the reading room. Smoking is prohibited.
4. All materials, including photographs, must be handled with care. They must not be marked or folded and their existing order must be maintained. If a filing error is suspected, researchers should report the error to the Special Collections staff; **researchers should not rearrange any material**. Surfaces of photographic prints should never be touched (gloves will be provided).
5. The Special Collections stacks are closed to researchers.
6. Photocopying and scanning of documents is completed by Special Collections staff.

Regulations for Use of Materials

1. The use, including reproduction, of certain collections is restricted by law, by the donor or otherwise. Dartmouth College further reserves the right to restrict the use of the Special Collections materials in such ways as it may deem appropriate.
2. With some internal Dartmouth College exceptions, permission to publish, exhibit, broadcast or quote from manuscripts or other records (including visual images) in the Dartmouth College Special Collections requires filling out and returning a *Permission to Publish Contract* which will be provided upon request. The receipt of copied materials does not automatically grant such permission. The rules governing use of records are fully stated in this document and the Dartmouth College Special Collections *Registration Form*. It is the researcher's responsibility to request these forms if she/he has not already read and or signed them.
3. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes other than private study, scholarship or research, that user may be liable for copyright infringement. Compliance with copyright law in the use of a photocopy or reproduction provided by the Special Collections remains the responsibility of the user.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

4. Dartmouth College reserves the right to make a charge for the use of the Special Collections materials and to impose such other regulations and restrictions as it deems appropriate in any individual case.

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