

**George T. Henry College Archives
Stewart Memorial Library
Coe College**

Research Guidelines

Welcome to the George T. Henry College Archives. Please see archive hours or make an appointment. When possible, please contact the Library before you visit in order that we may assure that our collection contains material relevant to your research. All material must be used in the archives and can not be checked out.

Guidelines for use of material:

1. All researchers must complete a registration form and present photo identification.
2. Researchers must leave all coats, backpacks, briefcases and other items at the door.
3. Only essential research material will be allowed in the archives: research books, paper, and computers.
4. Researchers are responsible for all material charged to them.
5. No food or drinks are allowed
6. Pencils only. Do not mark, lean, or place any items on top of material. DO NOT take notes on top of any material.
7. All material must be handled with care. Gloves are to be worn when handling photographs and metal objects.
8. Only one folder should be taken from a box at a time. Maintain order of the material in the folder. Folders should be put back before taking out the next folder.

Please handle the material with care, if material is fragile, ask the librarian for help. Photocopying and scanning of documents and photographs need to be approved and will be copied by staff. **If researchers plan to publish material found in the collection, it is their responsibility to gain copyright permission from the copyright holder in compliance with copyright, right-to-privacy, and any other applicable statutes. Where copyright is held by Coe College, permission from the college must be obtained and the college must be properly cited.**

I have read and understand the guidelines and rules for using the Coe College collection. If I do not adhere to the rules, I recognize my research privilege can be revoked.

Researcher's signature: _____ Date: _____