

## Troy University Archives: Rules and Procedures

The following rules and procedures are designed to protect and preserve materials within the university's archival collections. Failure to comply with these standards can result in limited or withdrawn access privileges. The intentional theft or damage of library materials is illegal under Alabama statutes, and offenders will be prosecuted.

**Accessibility:** Materials are accessible to researchers in compliance with university rules and procedures. Access to some materials is restricted due to donor agreements, privacy issues, or Troy University institutional policy. Archival materials do not circulate, and their use is limited to the library reading room monitored by archival staff.

**Registration:** Researchers must complete an archives registration form prior to using archival materials. This form will be updated each academic year (August 1-July 31).

**Restrictions:** Smoking, eating, or drinking are not allowed in the reading room.

**Personal Property:** Large items such as briefcases, bags, books, coats, purses, or backpacks must be secured in storage lockers before entering the reading room. Facility staff reserve the right to inspect research materials and personal articles before a visitor leaves the premises.

### Handling:

- (1) Facility staff will assist with information searches and retrieve records for visitors.
- (2) Visitors are not allowed in the repository unless escorted by facility staff.
- (3) No pens or permanent markers are allowed in the reading room. Pencils and laptop computers are permitted.
- (4) Visitors should work with one box or folder at a time.
- (5) Items should be kept in their existing order and returned in the same condition.
- (6) Visitors should exercise care while using archival materials by not marking, creasing, tearing, or causing other damage to items.
- (7) Visitors must use gloves when handling photographs, paintings, film, or prints and avoid the application of pressure to the surfaces of these materials.
- (8) Please keep materials flat on the table, and do not exchange items with others.
- (9) Do not copy, photograph, or digitally reproduce items without prior staff consent.

**When citing materials, please credit Troy University Archives, the name of the collection, and its record number within the archive.**

**Note:** Troy University Library & Archives retains proprietary rights and/or legal copyright to some materials in their possession and/or control. Researchers take full responsibility for securing copyright permissions for reproductions and publication of all materials obtained through Troy University Library & Archives, as established by U.S. Copyright Law. Researchers also assume full responsibility for obeying privacy laws and institutional regulations regarding the use of university records or historical materials.