



# Saint Martin's UNIVERSITY

## Research Room Use Policy – General guidelines for the Archives and Special Collections

The Saint Martin's University Archives and Special Collections has developed this policy to ensure the protection and proactive stewardship of its materials. The improper handling and/or deliberate damaging of archival or special collection materials, or a researcher's failure to follow these guidelines, may result in a suspension or permanent banning of research privileges at the Archivist's discretion.

### Access

The Saint Martin's University Archives and Special Collections research room is open to scholars and the general public if the following requirements have been satisfied:

- All researchers have made an appointment by completing a "[Research Appointment Request](#)".
- All researchers have read the "Research Room Use Policy".
- Researchers have a valid and official form of photographic identification, such as a driver's license, employee ID card, or passport which matches the name on the "[Research Appointment Request](#)".
- No children under the age of fourteen are permitted in the research room while archival and special collections materials are present without adult supervision.

### Personal belongings and security

- Researchers are not allowed in the closed stacks to view or retrieve archival or special collections materials, except in the event of an emergency.
- All overcoats, raincoats, ponchos, sweaters, scarves, hats (with the exception of religious headwear), gloves, bags of any size (laptop bags, backpacks, satchels, purses, fanny packs, etc.), or other outerwear are not permitted. A storage box will be provided for researchers prior to accessing archival and special collections materials to be stored in the Archives office.
- The Saint Martin's University Archives and Special Collections reserves the right to inspect all materials and personal belongings upon a researcher's departure from the research room.

### Reviewing archival and special collection materials – general rules

- No food, drinks (including water), or smoking is permitted in the research room.
- No more than one folder, box, or special collections material may be open or used at any given time. Researchers will be limited to a maximum of one box, folder, or item at a time.
- No records or materials may be removed from the reading room.
- Researchers are asked to ensure hands have been washed and cleaned prior to reviewing materials.



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- All materials and container contents must be kept in their original order. Researchers are not permitted to reorder materials. If something seems out of place, or requiring adjustment, researchers are requested to notify Saint Martin's University Archives and Special Collections staff.
- No marks, notes, changes, or any alteration of archival and special collections materials are permitted.
- Books should receive adequate support to reduce strain on the binding and covers. Book supports and cradles should be used to keep a book open at a desired angle. To keep a page open, only use the Archives and Special Collections approved page weights.
- When first opening a book, ensure the spine has sufficient support, let the cover open naturally without placing additional stress on the binding, use a book cradle as well as additional support wedges for the cover when it reaches the point it encounters initial resistance, and use page weights only after the book receives sufficient support.
- Do not wear gloves, or any other hand coverings unless handling photographic materials or original illuminations. Archival staff will provide gloves when appropriate.
- Avoid handling corners or areas of the object that shows wear or damage.
- Never lean or apply weight on books or materials.
- Never use paper clips or any other object that attaches to a page.
- Never attach sticky notes or any other adhesive material to a book's cover or pages.
- If sheets are folded, use a provided page turner and use provided page weights as necessary.
- If an item is rolled, use a series of page weights along the length of the item and work in reverse direction when removing the weights to roll the item up. Ensure rolled items are supported across the entire height and width of the object.
- The following items are **prohibited** from use while reviewing archival and special collection materials without pre-approval:
  - Food, drink, tobacco products, and all other edible items.
  - All liquids and balms (hand sanitizer, lotions, lip balm, fingertip moisteners, etc.)
  - Ink pens and markers of any kind
  - Adhesive backed notes (post-it notes)
  - Rubber bands, paper clips, rubber fingers
  - Folders, binders, envelopes
  - Notepads, paper tablets, and notebooks
- Hand written notes may be taken with a pencil on loose sheets of paper or notecards. Loose paper and pencils can be provided by archival staff on request.
- All materials should be handled carefully. No material should be forced open, leaned on, abraded, or handled carelessly.
- Researchers should not write on top of any archival and special collections materials or containers.



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- All materials or objects should remain flat on the research room table. Materials are not allowed to be placed on a researcher's lap, stacked on other objects, or read while being held.
- All materials not being used must remain lidded or closed in their original folder, box, or other storage container.
- Researchers must use a provided placeholder when removing objects from folders, boxes, or other storage containers. When using materials in boxes and folders, only one folder or object may be examined at a given time. Prior to accessing a different folder or object, the original item must be replaced in its original location. All placeholders must be removed and returned to archival staff after a researcher is finished.

## Use of computers and personal digital devices

The Saint Martin's University Archives and Special Collections encourages the use of computers, laptops, tablets, and smartphones for research use and note taking. All personal electronic devices must remain on table surfaces away from archival and special collections materials. It is asked that all mobile devices are silenced while in the research room, and that any phone calls are taken elsewhere. Listening to music or other audio recordings is permitted if using soundproof headphones. Researchers may take photos of archival and special collections materials with a smartphone for personal reference only after receiving explicit approval by archival staff. Flash photography is not permitted. All images taken for personal use are not approved for publication or reproduction of any kind without explicit approval by the Archivist. The use of all other cameras and scanning equipment is not permitted without special permission by the Archivist.

## Requests for copies and reproductions

All photocopying and scanning of archival and special collections materials is performed by archival staff at their discretion. The Saint Martin's University Archives and Special Collections may deny photocopying and scanning services due to its size, access rights restrictions, format, or condition. The Archives and Special Collections reserves the right to refuse reproduction and copying of its holdings. Obtaining reproductions or copies of archival and special collections materials does not grant the researcher authorization to publish. The researcher must obtain written permission to publish from the Archivist in advance.

*Approved 09 November 2022.  
Faculty Library Committee*



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[Signature – Research Room Use Policy](#)

**I understand and agree to the conditions of use described herein:**

Visitor name: Click or tap here to enter text.

Visitor signature:

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Visitor email: Click or tap here to enter text.

Visitor phone: Click or tap here to enter text.

Date: Click or tap to enter a date.