

# Research Room Regulations at the Southern Maryland Studies Center (SMSC)

Researchers are responsible for safeguarding materials made available to them in the research room. By signing the Patron Registration Form, you are agreeing to abide by the following regulations:

- To view archival collections, researchers must request assistance from staff and follow any given directions. The SMSC reserves the right to inspect any personal belongings before the visitor leaves the research room.
- Archival collections may only be viewed in the SMSC research room. Access to some documents may be limited because of the nature of their content, physical condition, or other restrictions placed on the collection. The SMSC has the right to limit or modify access to records for researchers who are not following the rules.
- Handle materials gently with clean hands. Do not make marks of any kind on materials, lean or trace over materials. Do not fold, prop open, or force bindings open. Keep materials flat on the table and avoid touching the surface of materials. Use gloves to handle materials when directed to by SMSC staff.
- View one box at a time, and remove only one folder at a time. The existing order of the folders and materials within must be maintained. Visitors may listen to only one oral history tape at a time.
- The following equipment and items are NOT AUTHORIZED for use in the research room: any imaging device that rests or comes into contact with the record and external light sources, pens, highlighters, adhesives (such as Post-Its), food, and drink. The table surface must be clear of personal belongings.
- Pencils are permitted for note-taking on non-archival materials. Allowed reproduction equipment for use in the research room include flatbed or contactless scanners with no feeding mechanism, cell phones, iPads, tablets, laptop computers. Non-flash photography is permitted for personal use only. Flash photography is strictly prohibited.
- Some records can be photocopied by the staff upon request at a cost of \$0.25 per page. Photocopies can be made during your visit, or be ready for pick up at a later time. The SMSC reserves the right to refuse to reproduce any materials.
- Researchers are responsible for properly citing the SMSC, College of Southern Maryland, and the individual collections.
- Reproduction of archival material is subject to the terms and conditions of the Copyright Act. Researchers are responsible for determining copyright ownership and obtaining permission to publish any copyrighted materials. A Permission to Publish request form should be submitted to SMSC.