Researcher Responsibilities
Owen Wister Reading Room

Reading Room Guidelines

1. Pencils, paper, laptops, tablets, smartphones, and digital cameras may be used in the reading room.

2. Writing utensils other than pencils, such as pens, highlighters, etc., are prohibited.

3. Prior to receiving collection material, personal belongings, such as coats and bags, must be stored either at the front of the reading room, in the lockers provided outside the reading room, or in the lockers provided outside the Loggia (near the washrooms on the 2nd floor).

4. Phone calls are prohibited in the reading room and cell phones should be turned off or set to vibrate before entering the reading room. Patrons may use their cell phones to take photos or listen to music, etc., with headphones.

5. Patrons must face the front of the reading room when handling collection material.

6. Eating, drinking, and chewing gum are prohibited in the reading room.

7. Patrons may not stand on the furniture.

8. Collection material is non-circulating and must be used in the reading room only. Collection material must not be altered or damaged, and existing arrangement within folders and boxes must be preserved. Please bring any misfiled, damaged, or unusual items to the attention of the archives staff.

9. Gloves must be worn when handling photographs, artifacts, and artwork.

10. Collection material must be kept flat on the table and items such as laptops, note cards, etc., should not be placed on top of the material.

11. Collection material must not be placed on the floor.

12. Researchers may use one box of manuscript material or three vertical files at their tables at a time.

13. The AHC reserves the right to examine the belongings of researchers exiting the reading room. Researchers must follow any additional instructions by the archivist on duty.

14. Any person found stealing, defacing, or in any way damaging materials from the collections will be immediately asked to leave and may be prosecuted to the fullest extent under the law. The reading room is under constant surveillance.
Duplication Options

- Researchers may make copies or scans of collection material using the photocopiers/scanners in the reading room or with their own digital cameras or camera phones. The use of personal document scanners or recording equipment is not permitted at this time. Fees apply - see the archivist for details.
- Photos may be shot using the stands provided or using a personal tripod. FLASHES ARE PROHIBITED.
- Collection material in poor condition may require special duplication procedures or may need to be duplicated by the AHC – see the archivist for details.
- The reading room supervisor must remove staples, paper clips, and other fasteners from the collection material when needed by a patron.

Citations

- The AHC requires that material be fully and accurately cited. AHC recommended citation guidelines are available as a handout on-site and are posted on the AHC website.

Copyright

- The American Heritage Center does not own copyright for all materials in its collections. Copies made for users are strictly for the purposes identified as “fair uses” by §107 of the Copyright Act, such as criticism, comment, news reporting, teaching, scholarship, or research. Note: actual determination of whether a use in any particular case is a “fair use” is a matter for a court to decide. Further information can be found at: https://copyright.cornell.edu/sites/default/files/Fair_Use_Checklist.pdf
- It is the user’s responsibility to obtain the University’s and/or copyright holder’s permission before using the material for any purpose other than private study, scholarship, or research.

Personally Identifiable Information

- Records in our collections may contain personally identifiable information (which could include addresses, phone numbers, or may be part of lawyer-client, or doctor-patient privilege, confidential personnel files, human rights files, personal interview files, or may include donor imposed or other restrictions).
- Researchers agree to not share, publish, or release personally identifiable information found in the records and will complete and abide by any specific use agreement for the collection.