

Oakland University Libraries - Archives and Special Collections – Researcher Rules for Use of Archival Materials –

The rules for use of archival and special collections materials at Oakland University have been established to provide the fullest possible access to collections while maintaining appropriate preservation standards. Researchers agree to abide by any and all restrictions, as communicated by staff when materials are requested for use. Failure to comply with these rules will result in denial of access to the collections. Library staff will be glad to assist you if you have any questions or concerns.

Access to collections

- Archives are open by appointment only. An appointment can be made on the archives website at https://library.oakland.edu/forms/archives_special_coll.php?link=ask
- Current photo identification must be presented in order to use the archives.
- A signed Researcher Registration form (other side of this page) must be completed.

Using the collections

- Archival materials are to be used only within the Reading Room.
- Do not bring food or drink in the Reading Room.
- Pencils, computers, or audio recording devices may be used for taking notes. Pens are not permitted.
- Do not fold, write on, or otherwise damage the material. Please turn pages carefully.
- The exact order and arrangement of the materials in the collections must be maintained.

Reproduction, citation, and copyright

- Reproduction of materials is available, within the provisions of the U.S. Copyright Act (Title 17, U.S. Code).
- The Archives reserves the right to refuse duplication of materials if it may damage the originals.
- Researchers may use their own cameras to photograph items. They may make copies for personal, research or educational use only. For other uses they should consult with archives staff.
- Researchers must cite all material they use from the Oakland University Archives or Special Collections. When citing materials from the archives, please include the following information: Title or description of the item, Collection title, File/Box number [if available], Repository.
Example: Report on the Status of Women Faculty at OU 1971, Box 37, Frederick S. Obear Papers, Oakland University Archives
- Oakland University Archives and Special Collections makes no representation that it is the owner of the copyright of any unpublished manuscript or photograph. It is the responsibility of the researcher to obtain permission to publish from the copyright owner. Researchers are responsible for observing all U.S. copyright regulations.
- Presence of personally identifiable information and any information deemed sensitive may limit access to collections. When using materials from the library's collections researchers must be respectful of other people's privacy concerns or rights of publicity.

Oakland University Archives - Researcher Registration Form

Name: _____

Please check:

- Undergraduate
- Graduate Student
- Faculty/Staff
- Other

Address: _____

City: _____

State: _____ Zip Code: _____

Phone number: _____

Email address: _____

The purpose of my research is private study, scholarship, or research – specifically:

- Scholarship
- Class assignment
- University business
- Genealogy
- Personal interest
- Other: _____

I have read the “Rules for Use of Archival Materials” and agree to abide by them. I will be fully responsible for conforming to copyright laws.

Signature

Date