Regulations Agreement for Researchers
Department of Rare Books & Special Collections, Thomas Cooper Library

I hereby agree to abide by any regulations and restrictions that have been place on the collections or items I use. I understand that manuscripts and related materials that I examine may be subject to copyright law (Title 17, U. S. Code) and that release of certain information contained in them may give rise to liability (e.g. for defamation or invasion of privacy). I agree to indemnify and hold harmless the University of South Carolina.

*Only research notes, pencils and computers may be taken to the reading room tables. Brief cases, large bags, coats, etc. should be left with the staff member who assists you, though no responsibility can be taken for the safety of items of value. Materials taken into the reading room may be inspected by a staff member when you leave.

*Research visitors should be prepared, if asked, to present a valid picture ID on any visit and such ID may be retained at the staff work-station while materials are in use.

*A request slip, with item call number and the reader's name and address, must be filled in for all items used. (These records of items used are kept on file as a security measure).

*Only pencils or personal computers may be used for taking notes. Pencils are available for loan on request. Ink, white-out, post-its, food and other liquid or sticky materials are specifically forbidden.

*Care must be taken in handling all books and other materials:

- Place books flat on the table and treat fragile paper and bindings with care; ask advice from a staff member if you find any item in fragile condition, damaged, or difficult to handle.

- Do not force or press open the bindings of books.

- Do not place notes directly on the book you are using.

If the pages of a book are unopened, ask a staff member if they may be cut for you. Do not cut them yourself.

If you are using loose manuscripts, etc., unbound periodical issues, or similar material, use caution in taking material from its envelope, folder, or box, and preserve the order in which the material has been arranged.

- Do not place sharp objects, or bulky objects other than books, on the reading room tables.

*Up to three books will normally be provided to a reader at once. Exceptions will be made only for very specific research purposes.

*Readers may not remove the Department's materials from the reading room to other parts of the Library, for any reason.

*Items requested for photocopying or other photoreproduction must be screened by a senior department staff member, both for physical condition and for possible copyright restrictions, and may require further reference for specialist conservation review. Photocopies can only be made by a department staffer. Photographic reproductions are for personal research only and are not be placed in another repository without prior written permission from the Department of Rare Books and Special Collections.
I have read, understood, and by my signature express my intention to comply with the regulations and guidelines given above.

Signed: ________________________________ Date: _____________