

## **Guidelines for Patrons Using the Library and/or the Sally Fantle Archival Research Center at the National Music Museum**

The National Music Museum's Library and Sally Fantle Archival Research Center are open to the public by appointment only for the purpose of conducting historical research related to the archives in its holdings. The primary mission of the Library and Archive is to preserve the records in its care; therefore, the following policies have been implemented and all researchers are subject to these policies. Failure to comply with any of these policies will result in the limitation or loss of research privileges.

### **Accessibility to Archival Collections**

- An appointment is required for access to the Sally Fantle Archival Research Center (hereafter referred to as the Archive).
- Patrons conducting research at the National Music Museum (NMM) must sign in and out at the front lobby desk each time they access the Archive or Library.
- To protect its archival and library collections, the NMM may require photo identification of any individual wishing to use its materials.
- A NMM staff member must be available to assist and supervise patrons in the Archive.
- Children under 13 years of age are not allowed in the Archive or Library without special permission.
- Patrons aged 13 to 16 years of age must be accompanied by an adult who will assume responsibility for their conduct.
- Every effort will be made to accommodate patrons with special requirements for physical access. Such patrons should inform staff of their needs when they contact the NMM.
- Patrons will be permitted access only to designated public areas. Staff escort is required in any non-public area.
- NMM staff will assign patrons a table for use.
- NMM staff will retrieve archival materials requested by patrons. Under no circumstances will patrons be allowed to retrieve or reshelve materials by themselves.
- **All patrons must sign a copy of these guidelines verifying that they have read and understand the NMM's policies and regulations.**

### **Archive Etiquette**

- Because of the irreplaceable and often fragile nature of archival and library materials, both staff and patrons have an obligation to preserve them for future use. To protect and insure the continued accessibility of the material in its custody, all archival and library materials must be used in accordance with the rules of the NMM.
- The NMM reserves the right to limit use of fragile or unusually valuable materials.
- The NMM reserves the right to limit access to unprocessed materials.
- Certain items are prohibited in the Archive and Library, including food, drinks (except water), tobacco products, gum, ink pens, markers, highlighters, colored pencils, Post-it<sup>®</sup> notes or similar self-adhesive notes, umbrellas, outdoor wear including hats and coats or wraps, copiers of any type, book-bags, briefcases, computer cases, camera bags, parcels, personal books, and/or any item staff deems a security risk.

- Out of consideration for other people working in the Library or Archive, cell phone or pager use within the Archive and Library is not permitted. Please leave these areas to answer or make calls on cell phones.

### **Security**

- In the event of a fire alarm, leave all materials, including personal research, on the tables in the Archive or Library and proceed quickly to the front exit of the NMM, unless instructed otherwise by NMM employees.
- The NMM reserves the right to refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a researcher who has violated the policies and regulations of the NMM.
- All patrons must permit inspection of their research materials and personal belongings upon leaving the Archive or Library at the NMM.

### **Computers**

- For fire-safety reasons, laptop computers are the only electrical devices or appliances allowed for use within the Archive and Library.
- Laptop computers may not be connected to the University's network.
- Patrons who possess a current University of South Dakota email account may make arrangements to use one of the public computers in the Archive. They must save their work to their Z: drive.
- Use of the public computers in the Archives is limited to research related to the holdings of the NMM.
- Patrons using public computers at the NMM must abide by the South Dakota Board of Regents' Policy Manual concerning Information Technology Appropriate Use ([http://www.usd.edu/charlie/SDBOR\\_Acceptable\\_Use\\_Policy.pdf](http://www.usd.edu/charlie/SDBOR_Acceptable_Use_Policy.pdf)).
- Patrons using public computers at the NMM may not use floppy disks, data CDs/DVDs, burned CDs/DVDs, external hard drives, USB flash drives, or any other type of portable storage device.

### **Use of Materials**

- Materials do not circulate and must not be removed from either the Archive or Library.
- Researchers must use pencils only; pens are prohibited.
- All materials must be handled with the greatest of care.
- Loose sheets and bound pages should be handled gently and by their edges to prevent soiling the surface of the paper.
- Items must not be folded, leaned on, written on, erased, traced from, or handled in a manner likely to damage them.
- Extreme care must be taken when working with oversized items such as scrapbooks.
- Documents and volumes must lie flat on the table. They are not to be placed in the lap or propped against the edge of the table.
- Cotton gloves will be provided for patrons who wish to view photographs.
- Items in envelopes or folders must be kept in the order they are arranged.
- Please advise the Museum staff of any misplaced or missing items.
- Readers must leave archival materials on the table when they are finished; materials will be re-shelved by Museum staff.

## Photocopying Services and Copyright Restrictions

- Patrons may request photocopies of materials. Materials will be copied by the NMM staff and patrons will be charged for copies according to the current photocopying services rate.
- Researchers may be allowed to do their own photocopying, at the discretion of the staff.
- Scanned images may also be requested, but scanning services may or may not be available during the researchers' visit.
- Requests for photocopies or scanned images *may be refused* for material deemed too rare and/or fragile for handling.
- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The NMM reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.
- It is the researcher's obligation to satisfy copyright regulations when copying or using materials found in the NMM's collections.
- Permission to reproduce materials does not constitute permission to publish. If material from the NMM will be used in a publication or on the Internet, permission to publish must be requested from the NMM in writing.
- Personal copiers/scanners are not permitted.
- Researchers may request the use of hand-held cameras without flash as long as the materials are handled appropriately for their format, i.e. flat for most documents or in a book cradle for volumes. No extra lighting or equipment is permitted.

**I have read the Guidelines for Patrons and agree to abide by the policies and regulations of the National Music Museum.**

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Signature

Print Your Name

Date

**Release Authorization:** I hereby grant to the National Music Museum at The University of South Dakota the non-exclusive rights and license to make, edit, and use images and/or audio for publicity, news, or advertising—to include print, video, broadcast media and the World Wide Web. I release the National Music Museum and The University of South Dakota from any and all claims of payment for performance rights, residuals or damages for libel, slander, invasion of privacy or any claim based on the use of said material.

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Signature

Date