USE GUIDELINES FOR ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT
CHARLES W. CHESNUTT LIBRARY, FAYETTEVILLE STATE UNIVERSITY

- To obtain materials, the Researcher must register with the staff on duty and provide positive identification and signature in the Special Collections Guest Book (Student I.D./Driver's License).

- All briefcases and portfolios must be given to the Archives Assistant for location in the workroom.

- All materials are to be used only in the Archives and Special Collections Department, unless permission is gained for use elsewhere in the Library.

- Laptop computers and recorders may be used if they do not disturb other patrons. Personal reproduction devices are not permitted in Archives (copiers, scanners, cameras, cell phones). The Archives staff will make the decision on what can be reproduced.

- Only Pencils should be used for taking notes. No marking, writing, or erasure upon collection materials is permitted.

- Extreme care should be exercised when handling fragile items. Gloves should be used. The Archives staff will make the decision on what can be handled.

- Use of only one box at a time is permitted. Only one folder at a time is permitted for use. Permission from Archives staff is required for items to be removed from the folders.

- The exact order and arrangement of the papers must be maintained. If any mistake is discovered, please call it to the attention of an Archives staff member. Do not rearrange the items yourself.

- In citing these materials, please cite the full name of the collection and the full name of the archives and Fayetteville State University.

Examples:

- Letter to Anne Chesnutt From Alice Suthern, December 26, 1935, Box 2, Folder 3. Charles Waddell Chesnutt Family Collection, 1821-1967. Charles W. Chesnutt Library, Archives and Special Collections Department, Fayetteville State University.

- Fayetteville State Teachers College Catalog 1940-1941. Fayetteville, N.C.: Fayetteville State Teachers College Press. Charles W. Chesnutt Library, Archives and Special Collections Department, Fayetteville State University.


Revised May 2015 jsw
Some collections contain restriction on their use. It is the responsibility of the researcher to meticulously abide by the restrictions. With the exception of University Archives, all manuscripts, tapes, photographs, letters and books are protected by provisions of the US copyright law and by the laws governing libel and invasion of privacy. The user must assume full responsibility for all legal questions that may arise from the use of Archives and Special Collections Department materials.

All users must secure permission to publish material from the Archives and Special Collections Department. It is understood that the user agrees to provide the Archives and Special Collections Department, Charles W. Chesnutt Library, Fayetteville State University with 1 (one) copy of any publication derived from materials in the Archives and Special Collections Department and that any applicable publication fees will be the responsibility of the user.

Smoking, eating, or drinking, this includes water, is strictly prohibited in the Archives and Special Collections Department area. There is a student lounge located on the first floor of the Library.

Policy on Copying Materials

Photocopying and other mechanical reproduction of selected materials may be requested. Archives and Special Collections Department staff reserve the right to deny reproduction of any materials. The patron is responsible for paying for the reproduction of materials.

- Specific restrictions placed on some collections by the donor may restrict the ability to provide copies.
- Archives and Special Collections Department staff will not allow the reproduction of entire collections or large portions of them.
- Archives and Special Collections Department staff also reserve the right to refuse the copying of items that are fragile or may in any way be damaged by copying.

Copies are for patron's personal research needs. They are not to be placed in another institution. Archives and Special Collections Department staff reserve the right to request that patrons return all copies at the end of their research.

A list of items that are desired for consideration to be photocopied should be given to Archives and Special Collections Department staff. Items should be left in their original container, box and folder, etc., and in their original order. They are not to be separated from their source.

My signature below certifies that I have read the policies and procedures governing the use of materials in the Archives and Special Collections Department of the Charles W. Chesnutt Library and that I understand and shall abide by those policies and procedures.

__________________________  ________________________
Signature                        Date

Revised May 2015 jsw
Conditions of Use Agreement for Archives and Special Collections

I hereby request permission to examine the manuscripts, photographs, or other materials listed below for the following purpose (a specific statement is required, example: dissertation research, future book publication):

__________________________________________________________________________________

__________________________________________________________________________________

I understand that permission to examine a manuscript or photograph, if granted, does not include permission to publish the contents of the manuscript, photograph, or any excerpt there from, at any time. Permission to publish, or otherwise publicly use, must be specifically indicated below by a designated employee [Director of Charles W. Chesnutt Library or his designee], as to the manuscript, excerpt, oral history, letter or photograph, to be used. I agree to abide by the Director or designated employee’s decision.

I further understand that the University makes no representation that it is the owner of the common law copyright or literary property in any unpublished manuscript or photograph, and that wherever applicable, permission to publish must also be obtained from the owner of the copyright (the owner or his transferees, heirs, legatees, or literary executors). If this application includes a request for reproduction of any photograph, manuscript, or excerpt listed below, I agree that the reproduction is to be made solely for the purposes indicated. The reproduction will not itself be reproduced or transferred to any other person or institution.

In consideration of my being granted permission to examine or reproduce any photograph, manuscript, letter, or excerpt on the terms set forth hereby, I agree to indemnify and hold harmless the University, its officers, employees, and agents from and against all claims made by any person asserting that he/she is an owner of the common law copyright or literary property.

Permission is hereby given to the person listed below to use the following item(s), under the stated terms and conditions, provided that publication use credits the collection as follows (name of the collection) and location: Charles W. Chesnutt Library, Archives and Special Collections Department, Fayetteville State University.

Name: _______________________________________

Any subsequent use requires additional authorization.
Purpose of Use (examples: for book publication, dissertation research, article publication, web site, etc.):


Description or Identification of Item(s) File Name, Box or Container Number/Folder Number/Item Number:


Special conditions, stipulations, other notes on use:


Name: __________________________ Signature: __________________________

Please Print Name Please Provide Signature

Institution: __________________________ Position: __________________________

Phone Number and Email: __________________________

Permanent address: __________________________

Date: __________________________

Director of Charles W. Chesnutt Library: __________________________ Date: __________________________

Revised May 2015 jsw