

# Statement of Policy

Title of Policy: Archival Collections

## **INTRODUCTION (PURPOSE AND INTENT)**

This policy outlines access and use provisions for the archival collections maintained at the Florida Mental Health Institute (FMHI) Research Library.

## **STATEMENT OF POLICY**

The FMHI Research Library encourages the use of its collections in a safe, secure and productive manner. The Library has developed the following policies and procedures in accordance with guidelines established by the ACRL, RBMS, and SAA "Joint Statement on Access to Research Materials in Archives and Special Collections Libraries" (link:

<http://www.ala.org/ala/mgrps/divs/acrl/standards/jointstatement.cfm>).

Please provide 24-hour notice by calling 813-974-4471 or contacting us via the form at <http://lib.usf.edu/fmhi/contact-us/> so that the collections needed may be retrieved by our staff.

1. All patrons requesting the use of archival materials must adhere to the policies and procedures outlined in this agreement. Failure to adhere to stated policies will result in the revocation of borrowing privileges.
  2. All patrons are required to [register via Aeon](#) prior to using archival materials. No food, drink, cosmetics, toiletries, personal care products, tobacco or chewing gum may be used while conducting archival research.
  3. Only non-mechanical, unleaded, #2 pencils will be used by patrons accessing archival materials.
  4. Patrons may not write on or affix notes to collection items. Personal items will not be placed on top of or across collection materials.
  5. Tightly bound items are not to be forced open.
  6. Gloves will be used for handling photographic and visual materials.
  7. Patrons only will use one collection box at a time. Patrons will remove and use from a box one folder at a time.
  8. Collection items will be retained in their original order. Misfiled materials will be brought to the attention of the archives administrator.
  9. Fasteners (e.g. staples, paper clips) will not be removed from materials.
  10. Collection items will not be photographed, duplicated, reproduced, videotaped, telecast or exhibited, in part or in whole, without the consent of the archives administrator. The archives administrator reserves the right to refuse any photocopy or digital reproduction request. Collections, or individual items, may be protected by copyright law (Title 17, United States Code). Libraries and archives are authorized to furnish a photocopy or other reproduction provided that the photocopying or reproduction is not "used for any purpose other than private study, scholarship, or research." If a researcher makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that researcher may be liable for copyright infringement.
  11. Patrons acknowledge the FMHI Research Library staff's right to examine any personal papers brought into the research area as well as any materials used during research.
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## Copyright and Reproductions

Collections maintained by the FMHI Research Library may be protected by copyright law ([Title 17, United States Code](#)). Libraries and archives are authorized to furnish a photocopy or other reproduction provided that the photocopying or reproduction is not “used for any purpose other than private study, scholarship, or research” and if the materials being copied are dated before January 1, 1923. For general information on determining the copyright status of a work, consult the [Copyright Spinner](#) or the [U.S. Copyright Office](#).

It is the responsibility of the user to observe applicable copyright laws as well as any applicable exemptions. For more information on the fair use and resources for locating U.S. copyright holders, consult Stanford University [Library's Copyright & Fair Use](#). If a researcher makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that researcher may be liable for copyright infringement.

FMHI Research Library staff cannot offer legal guidance or assistance in obtaining permission to publish copyrighted material; we will, however, help locate appropriate contact information when possible.

Patrons will defend, indemnify, and hold harmless the FMHI Research Library, the University of South Florida Libraries, the University of South Florida, its board of regents, its officers, employees, and agents against all claims, demands, costs, and expenses, including attorneys' fees incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of FMHI Research Library materials.

*Last reviewed: 2011*