WIDENER UNIVERSITY ARCHIVES

Guidelines for Use of Archival Materials

1. Access to the Archives is by appointment only.

2. First time users of the Archives must read and complete the *Application for the Examination of Holdings* Form.

3. Archival material is to be used only in the Archives Reading Area while Archivist/Archival Student Assistant/Professor is present.

4. No archival material is to be removed from the library.

5. Materials requested by a researcher are to be retrieved and brought out to the reading area by the Archivist or Student Assistant. Each box is to be signed out by the researcher. Only one box may be used at a time. When the material is returned, the archives staff will check it off as returned.

6. Delicate materials and all photographs are to be handled with archival gloves on an archival mat board.

7. Notes are to be taken in pencil only to prevent inadvertent marking of the documents.

8. When returning items to a folder or box, please refile all materials in exactly the same order in which you found them.

9. Materials are to be photocopied only under special circumstances. Materials must not be ones that could be damaged by the photocopier. Researchers must fill out the Request for Photocopy form. The photocopying is to be done by the Archivist/Student Assistant.

10. Certain archival records are restricted in their use.

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