

Rules of Using LSU Law Library Archival Collections

The following special rules of use have been implemented in order to ensure that these one-of-a-kind materials will be available to researchers for years to come.

- Archival materials may not be checked out, nor may they be removed from the reading room.
- Personal belongings will be stored in a secure location during the researcher's visit. Researchers are permitted to bring pencils, laptops, personal travel scanners, paper for note taking, and phones into the reading room. No pens, markers, or highlighters are permitted in the reading room.
- Please wash (and dry) your hands before touching any materials. Patrons may be asked to wear protective gloves if deemed necessary by the Archives.
- Researchers must exercise all possible care to prevent damage to materials. They are irreplaceable.
- No food or drink of any kind is allowed in the reading room.
- Documents should be maintained in the exact order they are arranged in each file. If a document appears to be out of order, the researcher should notify the Archives staff. Do not attempt to move or rearrange documents yourself. Remove only one folder from a box at a time.
- Make no marks or erasures on any document. Use the strips provided for marking pages to be copied.
- Researchers are permitted to take photos (without a flash) of materials with their own cameras/phones.
- Due to special preservation issues when handling and photocopying and scanning archival material, all photocopies and scans are made by the Archives staff. The Library reserves the right to deny copy requests based on issues related to copyright, preservation, or other factors. Photocopies/digital scans are available for a charge of \$0.15 per page (+ \$2.00 handling/postage fee when applicable).
- Requests for materials will not be accepted after 4:00 p.m.
- Researchers may handle no more than one archival container at a time.
- All permissions needed for publication are the researcher's responsibility.

I hereby attest that I have read and understood the information listed above regarding the rules of using the Archival Collections of the LSU Law Library:

Patron Signature

Print Name

Date