

ARCHIVES CODE OF CONDUCT FOR PATRONS

“In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.”

-Society of American Archivists

John Spoor Broome Archive Users Will:

1. Follow the General Rules for Use of the University Archives.
2. Follow the Statement of Policies and Procedures Regarding Classroom Instruction.
3. Show mutual courtesy and respect to other users and library staff; treat others as you would want to be treated.
4. Behave responsibly, courteously, and to be respectful of Archives employees and other Archives users.
5. Exhibit behavior that promotes a safe and comfortable environment for all.
6. Clean up after themselves by placing trash and recyclables in appropriate receptacles.
7. Support fellow researchers by handling items of the collections with care and attention, placing folders back into the correct boxes in numerical order, and limiting noise and other distractions.

Those patrons who are unable to adhere to this code of conduct and/or who create disturbances or uncomfortable conditions for staff or other researchers will be asked to leave the building by staff and/or public safety and may not be allowed back.