

GENERAL RULES FOR USE OF THE UNIVERSITY ARCHIVES

- 1. Researchers are required to present identification (campus ID, California driver's license, or other valid identification with photo) to use the materials. We may scan the ID and keep the scan in our records, with only the name and address visible for 30 days.**
- 2. Please contact the archivist at least 2 weeks before your visit, as space is limited and appointments are necessary. It is highly advisable to contact the archivist via email to discuss your subject matter and its relation to our archival collections. Due to limited space, only one person is allowed to accompany the researcher.**
- 3. Please inform the archivist what materials you are interested in, before your visit, by citing the collection, the record group and the box number. Contact the archivist, so that she can assist you in locating the collections' finding aids.**
- 4. To obtain files, a Reader Registration form must be completed upon your first visit. Depending on the collection, you may be asked to sign an acknowledgment of the Fair Use Rule and an acknowledgement of how to physically handle the collection materials. It is the researcher's responsibility to understand and adhere to the Fair Use Rule and any other copyright laws. The Library and Archives may not hold copyright for entire collections or materials within collections.**

- 5. Special Collections & Archives reserves the right to inspect all research materials and personal articles, before researchers make duplications or exit the reading room.**
- 6. Please note that the reading room may be monitored by library personnel and surveillance cameras.**
- 7. The materials do not circulate outside the Archives Reading Room. They cannot be checked out.**
- 8. Backpacks, books, book bags, briefcases, medium to large purses, or other storage items must be placed under the table, desk, locker or other space designated by the archivist, while research is conducted.**
- 9. Bring pencils and paper only; there are no pens allowed, when using the materials.**
- 10. Please be mindful and especially careful when handling original materials, as they are delicate and cannot be replaced. Be kind to the archivist and other researchers by removing one folder at a time, placing it back in the correct box, and ensuring that all files are in numerical order.**
- 10. Unless otherwise specified, you may take copies of most documents with your phone. As noted above, you must follow copyright law (e.g., obtain permission, if applicable) and cite all works that are publicized or quoted. See the archivist for citation examples.**
- 11. We do not offer copying services; however, we will be happy to scan up to 10 pages for you at no cost.**
- 12. Please practice cell phone courtesy by turning off your ringer and taking calls outside.**

- 13. Laptop outlet capability is available - please specify if you will need it, when scheduling your appointment, as outlets are limited. We also have a computer for use, if you wish to type notes and e-mail them.**
- 14. There is no eating or drinking permitted (unless in a pop-top bottle) in the Reading Room. A Starbucks is located on the side of the Library and additional food sources are located throughout campus. Some are open on weekends. Please see the campus map here: <https://maps.csuci.edu/>.**
- 15. You will need to purchase a daily parking pass. Parking permit dispensers are located at Placer Hall (Public Safety), which is across from the library. You will be able to park behind the library, with that pass.**

We are always available to answer questions regarding the collections and will make every attempt to accommodate your research needs.

Evelyn Taylor, University Archivist

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(805) 437-8830

Operation Hours: 9:30-4:30 Monday-Friday

Located in the Broome Library, Second Floor, next to the bridge