Archives and Special Collections Reading Room Use Policy
University of South Carolina – Upstate

The USC Upstate Library’s Archives and Special Collections is a research and study facility. The services provided for the University community and public include access to our collections, providing digital or print reproductions for researchers, tours, and special library events. It is expected that no visitor or researcher will impinge upon the rights of others using the facility. The following rules ensure a quality experience for users of the Archives and Special Collections. Please report any violations to the archives staff.

- Visitors are required to complete a registration form on their first visit during each fiscal year (July 1-June 30), and present valid photo identification (student/faculty ID, driver’s license, state ID, or passport) at that time. All subsequent visits each fiscal year require signing the visitor’s log and showing valid photo identification.
- Visitors will engage in no behavior which endangers the collections or items which they use, and will follow all special handling instructions provided by Archives staff.
- The Archives is a closed stack facility. Archival materials may not be removed from the Reading Room, and a call slip must be submitted for all materials requested.
- Researchers may request up to three (3) items/boxes at a time. Only one (1) item/box is allowed at the research table at any time. No requests for materials will be honored within 30 minutes of the scheduled closing time for the Archives.
- Only pencils may be used in the Reading Room. NO pens, markers, highlighters, or other writing utensils are allowed. NO FOOD OR DRINKS ARE ALLOWED IN ARCHIVES READING ROOM.
- Computers or tablets, digital cameras, and research notes may be used at the research tables. All backpacks, purses, coats, computer bags, and other personal belongings will be locked in a storage cabinet inside the Reading Room. All personal computers, notes, and belongings are subject to being checked by Archives staff upon leaving the Reading Room.
- Under certain circumstances, researchers may be allowed to digitally photograph Archival materials themselves. Before doing so, please consult
with Archives staff for information regarding the **Camera Use Policy**. Personal scanners are not allowed.

- Only quiet conversations that do not disturb others are permitted. Cell phone calls should be made and taken outside the library, as the second floor outside of the Reading Room is reserved for silent study.
- Photocopies, digital scans, and photographs intended for publication must be ordered from Archives staff using the **Reproduction Order Form**. Images intended for publication, web use, or other dissemination may incur fees; reproduction fees do NOT automatically include copyright fees. Materials may be subject to copyright law (Title 17, U.S. Code) and that release of information from the materials may give rise to liability.
- The researcher bears all responsibility for ascertaining who holds copyright to material from Archives collections which they wish to use beyond research purposes, and of obtaining copyright permission required for use of said material.

**Persons who do not abide by the Archives and Special Collections Policies and/or the policies of the USC Upstate Library may be asked to leave, be banned from the building, be arrested, or legally prosecuted depending upon the offense committed. The Archives may refer students in violation of the Code of Student Conduct to the Dean of Students for disciplinary action.**

*Policy updated September 18, 2015*