

Guidelines for Use of Collections at the Organ Historical Society Library and Archives

1. *Reading Room Policies.* Readers are welcome to the Organ Historical Society Library and Archives (OHSLA) by prior appointment with the Archivist. Readers are asked to sign the guest book every day they visit the Library. Because of the age, rarity, and fragility of some items in the OHSLA collection, not all shelves are open to readers. In addition, many archival and manuscript collections are stored offsite and prior arrangements must be made with the Archivist to view archival or manuscript collections. Readers are welcome to take their own photographs for research purposes only (see item 10). Although photocopies cannot be provided by the Archivist, a limited number of materials can be scanned to the reader's USB flash drive or sent to an email address.

2. Readers will be asked to acknowledge these guidelines each time they visit the OHSLA.

3. The Library is open by appointment, free of charge, to readers with projects related to OHSLA collections. Graduate and undergraduate students are welcome to use the collection. High school students may use the collection if accompanied by a parent or guardian or if prior arrangements have been made with the Archivist. The specialized nature of the collection does not make it appropriate for younger users.

4. The Archivist or OHS staff may inspect items that readers bring into, and bring out of, the reading room.

5. Special exceptions to these guidelines may be made by the Archivist on a case-by-case basis and are not applicable to other readers or future visits.

6. Readers who abuse these guidelines may lose the privilege, temporarily or permanently, of visiting the reading room or using the OHSLA collection.

7. *Items Allowed in the Reading Room.* For the security and protection of the collection, only pencils, loose papers, notebooks, and laptops (including tablet computers) may be brought into the reading room. A few other items are allowed, subject to the following restrictions:

a. Personal books may be brought into the reading room but must first be registered with the Archivist.

b. Cameras are allowed in the reading room. See item 10 for additional information.

c. Mobile phones may be brought into the reading room if the ringer is turned off. Please answer or make calls outside the building or on the ground floor.

8. *Items Not Allowed in the Reading Room.* Pens and bags of any kind (including purses, briefcases, or any other enclosures) are not allowed in the reading room. Pens, bags, outerwear, and personal items may be stored with the Archivist. Food (including chewing gum and candy) and drink are not allowed in the reading room.

9. *Care of Materials.* Books and other items must be handled properly and with great care.

a. Large, heavy, or rare bound volumes must be supported in a book cradle; no pressure can be applied to the binding.

b. Manuscript and archival material must remain in its folder and kept in order at all times. The arrangement of manuscript pages must not be altered. Documents must be kept flat on the table. If material is stapled, please see the Archivist before photographing.

c. If a book has unopened leaves, contact the Archivist if you wish to view content within those leaves.

d. Readers should not force open tightly bound books.

10. *Guidelines for Photographing Items in the Collection.*

a. Only hand-held cameras are permitted. This includes cameras incorporated within mobile devices and tablet computers. The photographer's feet must remain on the floor at all times, and the use of tripods, chairs, stools, ladders or other devices is not permitted.

b. All photographs must be taken using available light within the reading room. The use of items to block or alter the available light is not permitted.

c. Please be sure to turn off your camera's flash.

d. Only still photography is permitted.

e. Manuscripts, maps, broadsides and other single sheets must be kept flat on the table during photography. Books, bound manuscripts, and other bound materials must be photographed while in a cradle.

f. Photographs taken in the reading room are intended for reference, research, or lecture use only.

g. Readers interested in images for publication or other commercial use should contact the Archivist.

h. It is the responsibility of the reader to record proper citation information for each item photographed.

11. *Copyrights and Rights Clearance.* The OHSLA makes all of its materials available to readers on an "as is" basis and without any right to use the materials for any purpose. Readers are responsible for identifying and clearing copyrights and any other rights in the materials and for indemnifying the Organ Historical Society for any claims arising out of their use by the reader. The fact that a manuscript collection is held by the OHSLA does not necessarily mean that the OHS holds copyright or other rights to it.

12. *Acknowledgements.* As a matter of good scholarship and common courtesy, readers are expected to acknowledge the OHSLA when citing any archival or manuscript collection held by the OHSLA, when citing rare or uncommon books and periodicals from the OHSLA collection, and when citing research assistance from the Archivist.

I agree to the above guidelines and policies:

Signature: _____

Print Name: _____

Date: _____