

## GUIDELINES FOR USING THE COLLECTIONS

### GENERAL RULES

- Archives materials do not circulate and must be used in the reading room.
- Bags, backpacks, coats, and personal belongings are not allowed at the reading table and will be stored in a separate area of the room.
- No food or drink, including gum or hard candy, are allowed in the Archives
- Please use only pencils or laptop computers for taking notes. Pens may not be used in the Archives.
- Audible features on cell phones, pagers, and laptops must be turned off.
- With permission of the Archivist, only digital cameras are permitted. No flash cameras are allowed.

### HANDLING THE COLLECTION

- Please make sure that your hands are clean.
- Bound materials should be used with book supports.
- Only approved place holders should be used to hold bound material open.
- Never place an open book face down.
- Do not lean on books or documents.
- Never write or trace on books or documents.
- Be careful when opening books and turning pages; always lift the top corner of the page.
- Only paper bookmarks, available at the reference desk, are permitted.
- Items in folders should be examined one at a time; please keep the items in order.
- Do not rearrange the order in which materials are given to you.
- Do not remove items from their clear protective sleeves.
- Cotton gloves must be worn when handling historic photographs.
- When using materials housed in special enclosures, please be sure to put them back in the same way. If you need help rehousing an item, please ask a staff person.
- If the item you are using seems too fragile to handle, please ask Archives staff to assist you.

### ORDERING REPRODUCTIONS

- If you wish to order a photocopy, slide, or photograph, fill out a request form. These forms are available upon request from Archives staff. Please be aware that some items in the collection are too fragile to be copied. Photocopies are limited to 100 pages per order, except with permission of the Archivist.
- Permission to publish images taken from materials in the Archives must be obtained from the Archivist.

### CITATIONS

- The proper citation format for any item from the UMass Chan Medical School Archives Collection is:

**UMass Chan Medical School Archives, Lamar Soutter Library, UMass Chan  
Medical School, Worcester, Massachusetts**

Thank you for your cooperation; following these rules will help us to preserve our collection so that researchers can continue to benefit from the information they contain.