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Rare Books and Special Collections  
University Archives

*How to Use Archival Material*

***HANDLING OF MATERIALS:***

Materials must be handled with care. Please do not:

- 1) Make any marks on material or erase existing marks;
- 2) use fountain pens, felt tipped pens, or similar writing instruments;
- 3) write notes on top of material;
- 4) fold, tear or cut documents;
- 5) make tracings or rubbings;
- 6) rest books or other objects on the surface of items;
- 7) touch the surface of loose sheets or book pages if they can be handled by their edges;
- 8) apply paper clips, fasteners, tape, "post it" notes or rubber bands.

***CIRCULATION:***

No archival material circulates, so all material must be used in the Reading Room. Exceptions may be made for offices or persons requiring the use of material they have transferred/donated to the Archives provided they have prior approval of the Archivist.

***MAINTAINING ORIGINAL ORDER:***

To safeguard the integrity of archival documents, the original order must be maintained by:

- 1) Requesting only one fonds (collection) at a time.
- 2) Using only one folder from a box at a time.
- 3) Maintaining the existing order of material within each folder and box. If there is any doubt as to the order please notify the room attendant.

***REGISTRATION:***

Each person using archival materials must fill out a reference card on her/his first visit, and on succeeding visits as requested.

***REPRODUCTION SERVICES:***

Material may be photocopied or scanned in accordance with the copyright act and the Library's policies. To protect fragile or damaged materials the Library may decline requests to copy.

- 1) Photocopying of documents is done by Library staff only.
- 2) To obtain copies of documents, request the 'Copying Form' from a staff member. Do not pull materials out of folders. Place a strip of paper in front of the item to be copied so that the strip extends outside of the folder.
- 3) Photographs may be copied by arrangement with the Library providing that copyright allows.

***PUBLICATION:***

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***RESTRICTED MATERIALS:***

The use of certain documents may be restricted by statute or the donor. The researcher must assume full responsibility for fulfilling the terms connected with the use of restricted material. For the protection of its holdings, the Library also reserves the right to restrict the use of materials which are not arranged or are in the process of being arranged, materials of exceptional value, and fragile materials.

***CITATION.***

Extracts from archival documents should be cited as follows:

- a) University of British Columbia Library, Rare Books and Special Collections, [collection name, box and folder number],

**OR**

- b) University of British Columbia Library, University Archives, [collection name, box and folder number].

Where microform or photocopied documents are used the name of the repository holding the original should also be cited.

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***SMOKING, EATING AND DRINKING.***

Smoking, eating and drinking is prohibited in the Reading Room and the carrells.