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1. **Researcher Registration:** The first time you request archival materials, you will be asked to fill out a registration form and present picture identification at the Service Desk. At the beginning of each year, patrons will need to complete a new registration form. Patrons using only the book collection need not fill out this form.

2. **Requesting Materials:** Special Collections materials cannot be checked out and the stacks are closed to the public. To request material for use in the Archives, complete a call slip for EACH title or manuscript collection and present the slip(s) at the Service Desk. Researchers are limited to 3 books or one manuscript box at a time. Patrons must request manuscript collections at least one hour before closing time.

3. **Rules for Duplication:**

   A. Please note that most manuscripts, sound recordings, photographs, and moving image material housed in Special Collections are protected under copyright law (Title 17, U.S.C.)

   B. Reproduction of material (photocopying, scanning, cameras) is allowed in Special Collections, subject to these restrictions:
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      - Literary material in the collection that was written and/or published after 1900 may not be reproduced without the written permission of all rights owners.
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   D. Original photographs cannot be photocopied. However, digital access copies for research purposes can be made in most cases. See front desk for assistance.

   E. Patrons cannot copy more than 15% of the contents of any one box in a manuscript collection.

   F. Unprocessed collections are not available for patron use or any form of duplication until fully processed and open to the public. Timing of processing is at the discretion of the Head of Special Collections.

Please initial here indicating that you have read the policies above ________________
4. **General Regulations:**

- NO PENS ALLOWED. Please use only pencils or computers in the lobby.

- NO BAGS, BACKPACKS, BRIEFCASES, PURSES, LAPTOP CASES, BOOKS, BINDERS, FOLDERS, NOTEBOOKS, ETC. ARE ALLOWED IN SPECIAL COLLECTIONS. Please place all such items in the lockers we have provided. Paper can be obtained at the Service Desk.

- Special Collections books and manuscripts must stay within the Archives lobby.

- Food, beverages, and tobacco products are prohibited in the Archives.

- Special Collections books and manuscripts must not be written on, altered, leaned on, folded, or traced.

- Never write on paper with archives material underneath. The impression can pass through and cause damage.

- Keep material flat on top of tables.

- Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.

- If damage occurs during handling, notify a staff member.

- Take care not to drag anything, such as jewelry, across the surface of materials.

- Please take care to preserve the existing arrangement of material within folders and boxes. DO NOT CHANGE THE ORDER OF MATERIALS. If anything appears to be misfiled, do not attempt to correct it yourself. Call it to the attention of an Archives staff member.

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Your signature indicates that you have read, understand, and will abide by the restrictions cited above.
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Researchers agree to indemnify and hold harmless the University of Mississippi and its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of use of archival collections held by the Department of Archives and Special Collections at the University of Mississippi.
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**Status (Please circle one):**

- UM Student
- UM Faculty/Staff
- Visiting Scholar/Researcher

**Please indicate the collections you plan to use during your research:**

- [ ] Yes
- [ ] No

**Do you plan to publish a book or article from this research:**

- [ ] Yes
- [ ] No

**Have you previously used Archives and Special Collections at UM?**

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