

Reading Room Rules Governing the Use of Materials

1. Rare books, manuscripts, pamphlets, maps and some pre-1950 printed material should be viewed in the reading room with staff onsite. Patrons must fill out a registration form and provide photograph identification in order to use the library material. The signed registration form shall constitute an acknowledgement that the patron will abide by the rules and procedures outlined on this form.
2. Personal property, including, but not limited to, coats, briefcases, bags, and backpacks must be placed in a designated area. Only material for research, such as pencils, paper, and laptop computers will be allowed to rest on the tabletops. Anything brought into the reading room is subject to inspection upon leaving. The library is not responsible for stolen items.
3. No eating, drinking, or smoking is permitted in the library.
4. Staff must approve the use of electronic devices and cameras. The use of personal scanners is not permitted in the library.
5. Patrons may not remove material from the reading room. All items must be accounted for before the researcher leaves the reading room. Theft or mutilation of material is a crime, which may lead to prosecution.
6. Patrons must keep items in the order in which they were presented to the researcher. Keep material flat on the table; do not hold items in your hands; request book props, if needed; do not lay objects on top of library material; photographs and negatives require archival gloves.
7. Photocopies and scans cannot be made upon demand. Only library staff can make reproductions of materials and all requests are subject to staff approval. If the patron anticipates publishing or exhibiting material from the library, request an "Application for Use of Photographic, Film or Image Reproduction" form. Preferred citation is: *Courtesy of the Indiana State Library*.
8. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse or accept a copying request if, in its judgment, fulfillment of the order would violate copyright law.

By signing the "Reading Room Registration" form, the patron warrants that he/she has read the "Reading Room Rules Governing the Use of Materials" and agrees to use materials owned or provided by the Indiana State Library in a manner consistent with all applicable guidelines and laws.