

Archives and Special Collection Research Room Policy

CWUP 5-120-020 Use of the CWU Archives and Special Collections (CWUASC) Research Room

General Information

As a courtesy to other researchers, cell phones must be turned off or on inaudible vibrate.

Food and drinks are not permitted in the research room.

Pencils, notebooks, loose-leaf paper, and laptop computers may be brought into the research room. The use of pens is discouraged. Pencils are available for researcher use.

Use of cameras and scanning equipment are not permitted, unless by special permission of the University Archivist.

No library materials or personal items may be brought into the research room, including coats, briefcases, backpacks, computer cases, and purses. All Library and personal items must be secured in one of the lockers that are located outside the Archives. Locks are provided for these lockers.

Permission to Publish

Permission to publish materials must be secured in advance in writing by contacting the University Archivist.

Citing Our Collections

When citing materials from the collection, the cite should contain the following:

Appears Courtesy of Dr. James E. Brooks Library, Archives and Special Collections
[Collection title/Image]
Central Washington University
Duplication and Imaging Services

Researcher assumes all responsibilities, familiarity, and understanding of current ownership, U.S. Copyright laws and Fair Use guidelines.

Duplication and imaging requests must be completed and in compliance with the **Washington Administrative Code (WAC)** and **Title 17 of the United States Copyright**.

Central Washington University retains all copyright and ownership to materials in the Brooks Library Archives and Special Collections Unit.

Duplication and imaging requests may be declined if, in the determination of CWUASC/Brooks Library staff, materials are too fragile or may become damaged in the duplication or imaging process.

[Responsibility: Library Dean; Authority: Marilyn Levine, Provost/VP for Academic and Student Life; Reviewed/Endorsed by Provost's Council; 09-11-2013: Cabinet/UPAC; Review/Effective Date: 02-05-2014; Approved by: James L. Gaudino, President]

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