

Conditions Governing Use of Library and Archival Materials

1. Access to library and archival materials is by appointment only during normal Museum operating hours.
2. Library and archival materials may not be removed from the reading room.
3. Briefcases, large bags, and coats may not be brought into the research area (personal items, such as a purse, are allowed).
4. Smoking, eating, and drinking are not permitted.
5. Pens are prohibited from the reading room; pencils may be used for note-taking.
6. Materials may not be leaned on, written on, folded, traced from, or handled in any way likely to damage them.
7. Materials must be kept in the folder and in their original order, even when this order does not seem meaningful.
8. The Wallace District Mining Museum reserves the right to set restrictions on access to and photocopying of archival materials.
9. Materials to be copied should not be removed from folders; instead, please use the colored paper strips provided to indicate materials to be copied within the folder.
10. Under certain conditions specified under the copyright law of the United States (Title 17, United States Code), libraries and archives are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement. Violators of the law are subject to penalties.
11. All references to materials in the collection should cite archival series, title, and numbers, and acknowledge the "Wallace District Mining Museum." When publication or broadcast is intended, a rights and reproduction application must be submitted to the Wallace District Mining Museum for approval. These stipulations also apply to dissertations, research theses, works exhibited in public spaces, multimedia and internet sites.