



## Department of Archives and Special Collections Rules for Researchers

1. The reading room of the Department of Archives and Special Collections (ASC) is open by appointment only. Please contact Archives and Special Collections by email: [Special.Collections@lmu.edu](mailto:Special.Collections@lmu.edu) or telephone: 310.338.5710.
2. ASC collection materials do not circulate and must be used within the reading room.
3. The reading room is open to researchers aged 18 and above. Exceptions may be made for persons under the age of 18, at the discretion of ASC staff. All minors must be accompanied at all times by an adult guardian who is registered as the researcher. Please contact Archives and Special Collections for permission prior to making an appointment.
4. Only registered researchers with a scheduled appointment are allowed into the reading room.
5. Each appointment is for one researcher only. Permission for additional researchers in the same appointment must be obtained in advance.
6. Researchers should request materials in advance of the research appointment whenever possible. Staff may be unable to page materials from storage during the researcher's scheduled visit.
7. Researchers must complete a registration form on their first visit to the reading room, provide official photographic identification, and sign the daily visitor log. On subsequent visits, they need only sign the daily visitor log.
8. No food or drink, including water, gum, or lozenges, is allowed inside the reading room.
9. Researchers will be given lockers to store their personal belongings. The reading room does not permit the following items: food, drink, backpacks, briefcases, purses, laptop cases, notebooks (including folders and loose papers), pens, coats, personal scanners, and any non-research items. Before entering the reading room, all items must be stored in the assigned locker. If you have any oversized items that cannot fit inside a locker, please have them checked by the reading room attendant. Please note that the staff reserves the right to inspect researchers' possessions upon leaving the reading room.
10. The department supplies notepaper and pencils for researchers. No pens or markers are allowed inside the reading room. Researchers must not mark any departmental materials. Do not place notepaper directly on collection materials when taking notes.

11. Cell phones, tablets, laptops, and other electronic devices are permitted inside the reading room for non-flash photography and note taking. Sounds must be turned off on all devices and researchers should excuse themselves from the department if an audible conversation is necessary.
12. One box or item per researcher is allowed at a time on the table. Items must be kept in order within both folders and boxes. ASC staff reserves the right to limit the number of items a researcher may use during his/her visit.
13. All materials are to be handled with care and in the manner directed by ASC staff. Some materials require the use of nitrile gloves, book supports or other research aids. All materials must be left in their present order and arrangement. When necessary for reasons of preservation, photocopies or other facsimiles or transcriptions may be made available in lieu of the original.
14. Researchers will make duplication requests, such as scans, photography, photocopies, or digitized copies of audiovisual materials, through the online Duplication Request Form. All requests will be carried out by, and at the discretion of, staff or outsourced by staff to a trusted vendor. Charges for these services as well as limits on the number of scans or photocopies that may be requested are listed in the current Fee Schedule. Advance payment is required. If the possibility of damage to the materials exists, staff will not fulfill the request. Staff will determine the timeframe for completion of duplication requests.
15. Researchers may use their personal digital cameras to take fair use photographs free of charge, subject to the "Camera Use" policy provided by the department.
16. Materials in the Department of Archives and Special Collections may be subject to copyright. Unless explicitly stated otherwise, Loyola Marymount University does not claim ownership of the copyright of any materials in its collections. The user or publisher must secure permission to publish from the copyright owner. The University does not assume any responsibility for infringement of copyright or of publication rights held by the original author, artist or creator or his/her heirs, assignees, or executors.
17. Permission to publish materials from Archives and Special Collections must be obtained from the head of the Department in advance of publication.