

Heritage and Research Center at Saint Mary's (HARC)

Stacks Access & Reading Room Rules – User Agreement

These rules help protect fragile materials and ensure equitable access. Researchers must comply with HARC staff instructions.

User Information

Researcher Name:

Affiliation:

Email:

Phone:

Access Rules

- Stacks are closed to the public. Staff will retrieve and return materials.
- Keep materials flat on the table; do not place materials on laps or the floor.
- No food, drink, or gum in the reading room.
- Only pencils allowed for notetaking, no pens, markers, or highlighters.
- Do not use sticky notes, paperclips, or adhesive on materials.
- Handle photographs and fragile items with gloves when provided and follow staff instructions.
- Limit retrieval to 1–4 boxes at a time unless special permission is granted.
- If an item appears out of order, stop and notify staff—do not reshelve.
- Photography rules: see Image Use Agreement; some materials may be restricted from reproduction.

Acknowledgment & Signature

I have read and agree to follow the HARC Stacks and Reading Room rules. I understand violation may result in loss of access and other penalties.

Researcher Signature: _____ Date: _____

Staff Witness: _____ Date: _____