

Use of Collections Materials Agreement

Name _____
(last) (first) (middle)

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City _____ State _____ Zip _____ Country _____

Phone _____ Email _____

Institutional Affiliation (if any) _____

Purpose of Research _____

Plans for Publication or Other Use _____

1. Food, beverages, and chewing gum are prohibited in the reading room of the Brian Sutton-Smith Library and Archives of Play, the ICHEG Lab, and collections storage areas of The Strong.
2. The collections at The Strong often consist of unique, rare, and fragile items and should be handled with care. Pens, markers, and highlighters are not permitted. Please use a #2 pencil for all note taking. (Spare pencils are available from library staff upon request.) Do not lean on, write on, fold, or trace over materials. Cotton gloves are not required for handling library and archives materials, though some museum objects may necessitate the use of gloves as determined by a curator. Museum staff will provide users with gloves if needed.
3. The proper order of archival materials within file folders, portfolios, and boxes must be maintained. Only one box from a collection can be used at a time. One folder at a time should be removed from its box, examined, and then returned to the box before the next folder is removed. Archival paper strips for place holders will be provided. If any material seems to be filed incorrectly, please notify a staff member.
4. Advanced notice may be required to access museum objects. Researchers studying museum objects must meet with a curator to discuss proper handling procedures. If an object appears damaged beyond the scope previously identified by a curator, or if an object is accidentally damaged while it is being studied, please notify a staff member immediately.
5. The use of a personal digital camera or scanner is allowed only for the purpose of private study, scholarship, or research. Use of a flash is strictly prohibited. Requests for reproductions for any purpose other than for private study, scholarship or research must be made in accordance with the museum's Image Rights and Reproductions Fee Schedule. (Please note: The preservation needs of the materials outweigh the technical

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limitations of the camera or scanner. Materials must remain flat on the desk or in the stand/cradle provided. Researchers may not push on bindings, stand on tables or chairs, or hold up materials in order to obtain a better quality image. No pressure may be applied to the object. Materials may not be removed from protective sleeves or enclosures by researchers; for assistance, please consult a staff member.)

6. Staff members of The Strong are responsible for all photocopying. In order to conserve limited staff resources, we ask that you request for copy only those materials which have been examined and have relevance to your research. (Please note: The preservation needs of the materials outweigh technical limitations of the photocopier or scanner. If museum staff determine that a book or document is too fragile for photocopying, other arrangements may be made so as to prevent damage to the material.) The Strong reserves the right to limit the number of pages copied from any item to one-third of its total content or 30 pages, whichever is less. This applies to bound volumes and to individual files.
7. The Strong is not responsible for either determining the copyright status of the material or for securing copyright permission. Permission of a photocopy/scan does not constitute permission to use it. The user accepts full responsibility for determining whether or not U.S. copyright law protects the materials being copied and whether or not his or her use exceeds the limits of fair use. Permission to use copies other than for private study, scholarship, or research requires the permission of the copyright holder.

Notice

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8. The researcher assumes full responsibility for conforming to the laws of libel, invasion of privacy and copyright.
9. No rights to reproduce, publish, adapt, perform, record, or otherwise use materials held by The Strong are hereby granted. The user of such materials is solely responsible for acquiring any permissions that may be required and agrees to indemnify and hold The Strong harmless from any claims, of infringement or otherwise, that may arise out of the recipient’s use of the materials.

I have read the regulations above regarding the Use of Collections Materials at The Strong and agree to abide by them.

Signature _____ **Date** _____

Driver's License or Other ID _____

(Library staff will make a photocopy and attach to this form.)

Date Research Approved ____ / ____ / ____ **Staff Member** _____