

Reading Room Policies

The materials held by Special Collections are unique and precious to the Menominee people. To ensure the preservation and security of materials entrusted into the care of Special Collections, and out of consideration for other researchers, we ask that you abide by the following Special Collections Reading Room guidelines:

General Policies

Personal belongings, including coats, handbags, briefcases, computer cases, camera bags, envelopes, and portfolio folders are not permitted in the Reading Room.

Food and/or drink are not permitted in the Reading Room.

Users may bring laptop computers, tablets, cell phones, USB flash drives, graphite pencils, notebooks, or loose paper into the Reading Room. Pencils are available for use. Only pencils and word processors may be used to take notes. Pens, ink of any kind, and colored pencils are not permitted.

Please silence cell phones upon entering the Reading Room. Users may answer calls and text messages outside the Reading Room only.

All users must sign the daily register upon entering the Reading Room.

All users assume full legal responsibility for observing copyright, libel, privacy, and property rights laws.

Users may not venture into the Special Collections Lab or beyond unless accompanied by, and with the express permission of, Special Collections staff.

Use of Materials

All materials must be used on the premises. Special Collections materials may not leave Special Collections areas, unless specified by Special Collections staff. Special Collections staff reserves the right to inspect all personal belongings before a user leaves the archive.

Please handle all materials with care. Do not fold, mark, crease, bend, or alter materials in any way. Mark a place in books or folders with clean paper or strips.

Please use only one box and one folder at any time. Special Collections staff will be happy to replace and retrieve materials as necessary.

Please maintain the existing order and arrangement of materials. If you suspect that an item is out of order, please inform a staff member.

Special Collections staff may request that users remove accessories (watches, rings, and other jewelry) and wear gloves if handling unstable materials.

Staff will not retrieve materials within 15 minutes of closing and all materials must be returned to staff 5 minutes prior to closing.

Access to materials may be limited under the following conditions: when papers are being processed; as a result of donor-imposed restrictions; or when their physical condition warrants restricted use.

Duplication

Special Collections staff must be consulted before any duplicates are made. Duplicates may be made when there is no risk of damage to the original items.

Digital cameras may be used in the Reading Room with most materials. Flash or additional lighting is not permitted. Please turn off the flash element and turn off any sound elements.

For the security of the collection and in the interest of sustainability, Special Collections will no longer provide photocopies of materials. Scanned .PDFs of materials will be made available to users upon request and at the discretion of Special Collections staff.

Thank you for your cooperation.