



DELAWARE PUBLIC ARCHIVES

REGULATIONS FOR USE OF ARCHIVAL HOLDINGS

1. Researchers must obtain a Researcher Form to research in the Mable Lloyd Ridgely Research Room. Forms must be updated for each visit. A valid State ID card, driver's license, or school ID must be presented at time of registration.
2. All coats, jackets, parcels, bags, briefcases, purses, enclosed notebooks, accordion files, etc. must be placed in lockers or designated areas before patrons use facilities. Please limit cellular phone conversations to the lobby area.
3. Notes must be taken with pencil. Ink, fountain pens, ball point pens, cameras, or scanners may not be used. Paper, pencils, laptops, thumb drives, and notes are permitted.
4. The Research Room computers are available for approved research purposes. By using the computers, you consent to the rules set forth in the State Information Transport Network Acceptable Use Policy. Any violation of this policy will result in the revocation of user privileges.
5. No smoking is permitted in the building. No food or drinks are permitted in the Mabel Lloyd Ridgely Research Room.
6. Care must be exercised not to exert any pressure on records, such as by resting an arm on a document or page or by writing notes on paper or cards placed on top of any record.
7. Papers are generally in chronological or some other established order. If each item in a folder is turned like a page, the existing order in the folder will be preserved. Please notify a staff member if any papers are apparently misfiled. Keep items in order and bring the entire folder up to the desk, not a single document.
8. Please note the current hours of the Research Room. For security reasons, all records serviced and requests for copies must be returned to staff no later than 15 minutes before closing.
9. Archives materials and books do not circulate, and no materials may be removed from the Archives. All persons and their lockers are subject to search upon exit.
10. The use of some materials, especially those of recent date, is subject to restrictions. The Research Room staff will advise the researcher of any applicable restrictions at the time the records are requested.
11. All responsibility for infringement of legal authorship rights is assumed by the user of the materials.
12. If a researcher refuses to comply with the rules and regulations of the facility, or demonstrates a danger to the records or other researchers, they may have their privileges revoked.

Your signature below will be regarded as an agreement to observe these regulations and to acknowledge in all publications or theses the sources of all manuscripts or other records found in the Archives and used in said publication or theses. The official identification of this agency is "Delaware Public Archives.

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(Signature of Researcher)

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(Date)

20-03/02/03/03