

## RULES FOR THE USE OF MODERN GRAPHIC HISTORY LIBRARY MATERIALS

Washington University Libraries  
Department of Special Collections  
Modern Graphic History Library

---

### *General Rules*

- The reading room is reserved for use of Modern Graphic History Library materials only.
- Patrons must sit facing the Archives staff office windows.
- Kindly respect “Archive Staff Only” areas where posted.
- Food and beverages are prohibited in the reading room.
- The use of cell phones is prohibited in the reading room.
- Coats, briefcases, bags, purses, backpacks, newspapers, large notebooks and any other bulky items must be placed in one of the lockers provided.

### *Use of Material*

- Staff members will retrieve all material. Patrons must request materials using the Patron Use Form (see recto/page 1).
- Handle material carefully and keep it in order.
- Patrons who mishandle material may be denied access to our holdings.
- Should a patron discover discrepancies in arrangement or description, he/she should call this to the attention of the Modern Graphic History Library staff. Patrons should not rearrange or in any way alter the materials’ order or description.
- Material should remain flat on the table, not held in the lap or propped against the table edge.
- Marks may not be added or erased from material. Tracing over material is not permitted.
- Patrons will ordinarily be given only one box of material at a time.
- Patrons may take notes with paper and pencil or a laptop computer.
- Pens are not allowed.
- Special permission from archives staff is required for use of cameras, scanners, and all copying devices.
- When patrons are finished with their research, they should leave the materials on the table and inform the staff whether or not they intend to return.

### *Reproduction*

- The Modern Graphic History Library reserves the sole right to make decisions about what materials can be duplicated, photocopied, photographed, microfilmed, or otherwise duplicated based on the condition of materials, access restrictions, and copyright restrictions.
- There is a limit of 100 photocopies per collection. There is a fee for photocopying. Please see the archives staff for details.
- Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

### *Publication*

- Published work created using archival materials from the Modern Graphic History Library must include a citation in the following form:

*Name of Collection*  
Modern Graphic History Library  
Department of Special Collections  
Washington University Libraries

- Publication can take place only under the provisions of the fair-use doctrine in the U.S. Copyright Law (as amended) or by obtaining permission of the copyright holder, which in some instances may be Washington University.
- It is the responsibility of the patron to secure permission from the appropriate copyright holder.

### *Teaching/Education Rules*

- In accordance with the copyright law of the United States (Title 17, United States Code sections 107, and 110) Special Collections archival materials may be used within a Washington University classroom or in surrogate form over the Washington University campus network for educational purposes, provided that the materials are password protected and delivered over the network for a limited period of time. See <http://www.wustl.edu/copyright/>