

## ***REGULATIONS FOR SDASM LIBRARY & ARCHIVES***

*The Library & Archives of the San Diego Air & Space Museum, which contains irreplaceable historical materials, actively encourages the use of the Museum's research materials to further the public's education of aviation and space history and technology. Researchers will be required to observe the following rules:*

1. Researchers are required to identify themselves and their field of interest to the Archives staff representative on duty, sign the register book, and read and sign these regulations each time they enter the Library & Archives. All materials distributed to the researcher will be checked in and out.
2. Smoking, eating, and drinking are prohibited in the research area.
3. Removal of materials from the Library & Archives without permission constitutes theft and will be prosecuted to the fullest extent of the law.
4. Coats, hats, bags, briefcases, backpacks, or other personal storage items are prohibited in the research area. They shall be left at a place designated by the Archives staff representative on duty.
5. The use of pens is prohibited. Only pencils may be used at the tables. Notepaper and/or index cards will be permitted at the tables. Special permission must be obtained from the Archives staff representative on duty to use an electronic device (laptop computer, copy camera, etc.) at the tables.
6. Researchers must request materials from the Archives staff representative on duty. Researchers are not allowed access to the collections.
7. Materials must be handled with extreme care. In handling rare documents (maps, manuscripts, printer materials, etc.), researchers should only touch the edges of the paper. In handling photographs, slides, negatives, and any other image media, researchers must always wear gloves. Researchers may not write upon papers placed on top of research materials. Unless authorized by the Archives staff representative, materials may not be removed from envelopes or sleeves. Archival materials may not be bent or folded.
8. Any discrepancies in the materials should be brought to the attention of the Archives staff representative. Do not make any changes yourself.
9. Loud talking and actions likely to disturb other researchers are prohibited in the Archives. Extended conferences with fellow researchers should be held outside the research area. All cell phone conversations must be placed outside the Archives.
10. The Library & Archives does not loan materials. However, a photocopier is available for a fee, as are photograph duplication services.
11. The researcher assumes full responsibility for conforming to copyright laws that may be involved in the use of manuscripts, images, and other types of records. Unless otherwise noted by the Archives staff representative, photography or reference credits must be attributed to "San Diego Air & Space Museum." Please ask the Archives staff representative for information regarding photograph reproduction and commercial usage.