

Research Registration & Handling Policy

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The materials in The Ohio State University Libraries' collections are open for research use, except where noted, or where restricted by law.

Contact Information

Name _____ Date _____

Campus Address _____

Permanent Address (If Different) _____

City _____ State/Province _____ Zip Code _____ Country _____

Phone _____ E-Mail Address _____

Researcher Information

Ohio State Faculty Ohio State Staff Department/Unit: _____

Ohio State Graduate Student Ohio State Undergraduate Major: _____

Visiting Scholar Institution: _____ Position: _____

Other: _____

Research Topic: _____

Can we share your name and information about your topic with others working in the same area? Yes No

Copyright Disclaimer

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Handling Policy

Patrons may use the materials as allowed by United States law, Special Collections staff, and this Special Collections Handling Policy. Uses of certain collections may be subject to prior contractual agreements or other conditions or restrictions. Please see a staff member for more information.

Terms of Use:

Appointments are strongly recommended to ensure availability of materials that may be stored off-site.



On the first use of The Ohio State University Libraries Special Collections in an academic year, the Research Registration must be completed for all requested materials. Current, valid photo identification (student I.D., passport, driver's license, etc.) must be presented in order to complete the application process.

Researchers are requested to check in and out at the reading room desk.

Personal property such as coats, hats, cases (laptop, glasses), bags, and handbags must be stored in the lockers provided. The University Libraries is not responsible for any items that may be damaged, lost or stolen. Patrons may use pencil and paper or laptops as needed for their research. The use of pens, markers, sticky notes, or indelible pencils is not permitted in the reading room.

Cell phones should be placed on vibrate. Patrons should leave the reference room when answering calls to avoid disturbing other researchers.

All collection materials will be consulted only in the reading room and must be returned to the staff member on duty before the researcher leaves the room.

Special Collections staff may limit the number of items a researcher may request at one time. There may be limitations on items requested during the last open reading room hour.

Eating, drinking, chewing gum and use of any form of tobacco are not allowed.

All other Ohio State University policies apply.

Material Handling Procedures:

Please wash hands before handling materials.

Researchers are responsible for the careful handling of all materials made available. Manuscripts and books may not be handled in any way that may damage them, including bending, pressing down, or otherwise manipulating materials. No marks may be added or erased.

Manuscripts and archival materials are to be kept in the order in which you receive them. Material which appears to be out of order should not be rearranged but should be brought to the attention of the staff member on duty. Researchers should keep loose materials in order within the folder and leave items in their plastic sleeves or mats.

Fragile materials may require special handling: in some instances researchers will be asked to use supports, cradles or stands, and/or gloves while using the materials. Researchers should ask library staff for assistance with fastened items and with book supports.

Camera Use:

Researchers may take photographs, without flash, of collection materials, as allowed by the Special Collections department, based on the physical condition of the materials, copyright law, donor restrictions, and research room rules. Researchers assume full responsibility for any use of the material, including but not limited to, securing appropriate permission for further use of reproduced materials. If a researcher later uses a photocopy or reproduction of a copyright protected work for purposes beyond those permitted by the copyright owner or any statutory exception, including fair use, that researcher may be liable for copyright infringement. Publication-quality images must be requested from the Special Collections department at its standard fees. Portable or handheld scanners are not allowed. Photographs may be taken under the following additional conditions:

- Researchers should not take photographs of the staff or other researchers.
- Researchers will comply with United States Copyright law in making reproductions.
- Researchers are responsible for keeping accurate citations for all items photographed. Material within the Ohio State University Libraries (Special Collection Department) should be cited as follows:

The Ohio State University Archives, Collection Name (Box/Folder number), "folder title."

Collection Name (Box/Folder number), "folder title" in the Byrd Polar and Climate Research Center Archival Program, The Ohio State University Libraries.

Collection Name (Box/Folder number), "folder title" in the Ohio Public Policy Archives, The Ohio State University Libraries.

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Signature: _____ Date: _____