



## CURTIS INSTITUTE OF MUSIC ARCHIVES

### RULES FOR USE OF COLLECTIONS

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1. All users must provide current photo identification and sign the Curtis Archives *User Registration Form*.
2. Food, drink, and smoking are strictly prohibited.
3. Coats, briefcases, and other personal items must be left in the designated area. Researchers are allowed only paper, pencils, or laptops for note-taking purposes.
4. Collections **do not** circulate and may only be used in the reading room.
5. Materials must be kept in their present arrangement. Use provided paper strips to indicate documents of interest. Report any seemingly misplaced materials to the Archivist.
6. Please consult one folder at a time, using provided place markers in the boxes.
7. Exercise all possible care to avoid damage to the materials. Writing, erasing, or leaning on documents are all strictly prohibited, as is moistening fingers to turn pages. Hands must be clean and free of lotion.
8. Rules concerning photographic or digital reproductions of materials are stipulated in a separate *document & image use and reproduction policy*.
9. Use of digital cameras is allowed. All digital photography must be conducted using ambient lighting. No tripods, flash, or copy stands may be used. Materials must be handled properly and with great care.
10. Citations should follow this format: identification of the item, name of the record group or collection, Curtis Institute of Music Archives.
11. Researchers **must** bring any materials that contain sensitive or confidential information about living individuals to the attention of the Archivist. Users are advised that disclosure of any such information without proper consent may have legal ramifications for which the Curtis Institute of Music assumes no responsibility.
12. Materials are for reference use only. The user agrees not to publish materials without the written permission of the Curtis Institute of Music Archivist and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials.