



# Yuma County Library District Special Collections

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(928) 314-2463 Email: [SpecialCollections@yumalibrary.org](mailto:SpecialCollections@yumalibrary.org)

## Conditions of Use

The policies below are designed to protect the YCLD Special Collections while providing the best possible access to researchers. Your signature on the form indicates that you agree to these conditions. Researchers may be barred from future use of the reading room and YCLD Special Collections for violating these policies.

### **Reading Room:**

- ❖ The Reading Room at Heritage Library is open to researchers by appointment only.
- ❖ Researchers must sign this Conditions of Use form upon arrival. Permission to examine materials will be given upon completion and signature of the form.
- ❖ All bags must be stored at the reference desk.
- ❖ YCLD reserves the right to deny access to any material that is fragile, not yet processed, or which is restricted at the wish of the donor.
- ❖ YCLD Special Collections are a non-circulating, closed stacks repository. Materials may not leave the Reading Room. Theft or mutilation of materials is a crime that will be prosecuted.
- ❖ No ink may be used. Pencils are provided. Food and beverages are not allowed.

### **Requesting Material:**

- ❖ Items can be pulled ahead of time. For out of town researchers this can be a time saving approach. Please contact the office at 928-314-2463 or [SpecialCollections@yumalibrary.org](mailto:SpecialCollections@yumalibrary.org)

### **Use of Materials**

- ❖ All materials are to be handled with great care. Materials should not be rearranged within their folders or boxes. They must be kept in the order in which they are delivered.
- ❖ No marks may be added or erased from any archival material.
- ❖ Materials must not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them.
- ❖ Digital cameras may be used in the reading room to duplicate materials at staff discretion. Use of other duplication technology is not permitted.

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