



*Connecting Lives, Sharing Cultures*

## **Archives of the American Field Service and AFS Intercultural Programs Rules Governing Use of Archival Materials**

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4. In the event that this research becomes a source for publication, a credit line indicating the Archives of the American Field Service and AFS Intercultural Programs is required. AFS also requests a complimentary copy of the publication. If a copy is unavailable, please send us a bibliographical note.
5. The researcher assumes full responsibility for fulfilling the usage terms.

### **Procedures for Obtaining Materials and Use of Reading Room:**

1. Each researcher must complete a "Researcher Registration" form for every research project. The Archives will use basic (not personal) data from the forms to generate statistics on archival use.
2. Researchers are asked to not use cell phones in the reading room.
3. Researchers are permitted only at the designated reading room desk. Any time a researcher leaves the reading room desk, they are asked to alert the Archivist on call before doing so. Researchers are not allowed to browse among the stacks.
4. The researcher is responsible for returning all materials to a staff member; no materials may leave the Archives, nor may they be transferred to another researcher.
5. No smoking, food, or beverages (including water) in the Archives.
6. Coats, outerwear, bags, and other personal items must be placed in designated areas.
7. Researchers must use pencils. Due to the potential harmful residue from ink, pens are not permitted. Laptops are permitted.



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## **Handling of Archival Materials:**

1. Materials not be marked, torn, cut, folded, soiled, traced over, nor handled in any manner which might cause damage.
2. Materials must be handled by the edges and lay flat when in use.
3. To assist the staff in maintaining the order of the collections, researchers are requested to observe the following:
  - a. Request only one collection at a time and use no more than one box at a time.
  - b. Use only one folder from a box at a time.
  - c. Maintain the existing order of material within each folder and box. If there is any doubt as to the order or if there is apparent damage, please notify the Archivist.
4. Archival material may not be removed from the reading room for any purpose. The AFS Archives reserves the right to examine all other materials leaving the reading room.
5. Material may be photoduplicated in accordance with the policies and procedures of the AFS Archives.
6. The AFS Archives may set reasonable restrictions to protect fragile or damaged materials.