



Rules Relating to the Use of Material In CT Studies/Archives & Special Collections

The CT Studies/ECSU Archives/Special Collections exist to preserve the history of the state and university and make it available to researchers. The rules are not intended to hamper research, but to provide equitable access to materials while at the same time protecting and preserving those materials for future use.

The area is open Monday – Friday, 9:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m. The area closes for lunch from noon to 1:00 p.m. Other times are available by appointment.

- 1) Some CT Studies/ECSU Archives/Special Collections stacks are closed. Staff will need to retrieve material for you. This may mean a wait of a day or more. Please plan ahead and discuss your research topic with a member of the Archives staff so that we will be able to provide you with relevant material and as soon as possible.
- 2) Researchers need to check in personal belongings at the service desk, such as brief cases, laptop cases, backpacks, and other bags and materials not needed for one's research. These items will be placed in a locker and returned to you when you leave.
- 3) Please treat material carefully: do not trace, write on, lean on, or fold materials. Since material may be fragile, please discuss your photocopying needs with a member of the Archives staff.
- 4) Use pencils for note-taking. No pens should be used in the CT Studies/Archives.
- 5) Maintain the order of papers as you find them. Treat folders of material as though they were bound volumes – just turn the pages gently.
- 6) Access to material may be limited because of its condition or state of processing.
- 7) Permission to use archives material does not constitute permission to publish. Permission to publish CT Studies or Archives material must be requested in writing.
- 8) Eating, drinking, and smoking are not permitted in the library.
- 9) Some book and microfilm materials may be transferred to other parts of the library for use in evenings or on weekends. Please consult the Archives staff for details. Transfer of materials must be arranged prior to 4:00 p.m. of a given day.
- 10) Please do not re-shelve materials. Place in designated receptacles or leave on the table.