

## Regulations for Using the Keston Archive Materials and Books

- Clients must make an appointment to use materials. Archive personnel will normally be present with the researcher when materials are in use.
- Materials may not be taken outside the Bourdeaux Research Center. No marks may be made on or removed from any item. **Only pencils and notepads or laptops** may be used in note taking.
- No food or drink (including water or gum) is permitted within the reading area. Users are monitored at all times, both by archive personnel and video surveillance.
- Because of the fragile nature of manuscripts, rare books and periodicals, and archive materials, researchers must exercise the utmost caution and gentleness in handling. In some instances, book cradles or gloves may be required. Researchers must preserve the order in which manuscript and archival materials are arranged within folders. However, if items are discovered which appear to be disarranged, the researcher should consult archive personnel. In case of accidental damage to any materials, the matter should immediately be reported.
- When leaving the Bourdeaux Research Center, users must either return all library materials or request that they be placed on hold for subsequent use.
- Persons using materials or information from the holdings of the Archive are reminded of the existence of libel laws and of the need for due regard for property right, literary right, and, when applicable, for copyright. The Keston Archive will not be responsible for the researcher's infringement on any of the above laws and rights.
- When special restrictions or conditions have been placed upon the use of specific manuscripts or collections, the researcher may be required to sign a separate document agreeing to any additional terms and conditions.
- Researchers are required to provide references to the sources in the Keston Archive they use in their published research. Please see [Keston Archive Citation Guide](#).
- Theft of materials of any form will be prosecuted to the full extent of the Law, including U.S. law and international treaties.

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