USAGE GUIDELINES

Using Keston Center Materials

No food or drinks are permitted in the Michael Bourdeaux Research Center.

Library and archival materials are fragile and require special care and handling. Please follow the following guidelines for safeguarding Keston’s treasures:

- Wash hands before handling materials;
- Take notes with a pencil and pad or a computer;
- Request gloves when handling rare materials;
- Do not use post-it-notes, paperclips, pencils or pens to hold a place;
- Do not set anything on materials or take notes on top of materials;
- Keep all materials in the same folder and in the same order as received; and
- Alert a Keston staff member if papers or other items appear to be in poor condition.

Copying, Copyright and Restriction

A Zeutschel Zeta Comfort overhead book scanner and an Epson V850 Pro flatbed scanner are available for copying materials to a flash drive for digitally storing documents. Limited photocopies of documents are available. Before making copies, complete and submit the Request Form for Copying Materials to the Keston staff.

Some archival materials may be restricted because of donor request, privacy or the fragile nature of an item. If the Keston Center does not own copyright, permission must be requested from the owner to use them in any published form. The Keston Center is not responsible for libel laws, copyright infringement or any other laws that apply to materials used by a researcher.

MAKE A GIFT
Thank you for your support
CONTACT US
(254) 710-4647
Keston_Center@baylor.edu

LOCATION
Carroll Library (3rd floor)
1429 South 5th Street Waco, TX 76706

HOURS
Monday-Friday
8:00 am - 12:00 pm 1:00pm - 5:00 pm