

# Rules for use of Special Collections material

Special Collections contains irreplaceable research material. To help ensure that this material is preserved, the Library needs you to observe the following rules:

1. All readers must be registered.<sup>1</sup> Please complete and sign the applicable Reader Registration form.
2. Material may be used only in the Special Collections Reading Room during the hours Special Collections is staffed.
3. Bags and coats must be stored on the shelves and rack in the Reading Room.
4. Food or liquids (including water bottles) are not permitted in the Reading Room.
5. All material must be handled with care, following the guidelines of staff. Do not lean on, mark, write on, fold, or handle the material in any way that is likely to cause damage. Keep hands clean.
6. Only use pencils when taking notes.
7. When using archives and manuscripts, please preserve the exact order and arrangement of the papers. If items appear to be out of order, please alert a staff member. Do not rearrange items.
8. If access is granted to a restricted archival collection, you must observe the conditions under which access is granted.
9. When citing material, please give full item and Library details. Our preferred styles are:

**Published:** Best, Elsdon. (1912). The stone implements of the Maori. Wellington: Govt. Printer. Special Collections, University of Auckland Libraries and Learning Services.

**Archival:** George Maurice O'Rorke papers. MSS & Archives A-40, folder 4. Special Collections, University of Auckland Libraries and Learning Services.

10. You or your publisher must secure written permission from the Special Collections Manager to publish material from the Collections. If in copyright, you will also need to secure publication permission from the copyright holder. Your attention is drawn to the provisions of the Copyright Act 1994, Privacy Act 1993 and the Defamation Act 1992.

## 11. Policy on copying

Copying selected material from the Collections may be permitted on the understanding that:

- Library staff will copy the material.
- There are no restrictions on copying the material.
- Copies are for the purposes of research or private study only.
- Provision of copies does not imply permission to publish (see rule 10).
- Copies will not be further reproduced or offered for sale, or deposited in another library's collection.
- Digital devices may be used with permission of Special Collections staff for reference copying only.

The Library reserves the right to refuse to copy any material which may be damaged in the process.

<sup>1</sup> University of Auckland members only need to register for MSS & Archives.