Reading Room Rules and Regulations

The rules of the Alden B. Dow Archives are not intended to hamper your research, but to provide access to the Alden B. Dow papers in a manner which insures their careful preservation. We ask researchers to consider these manuscripts, not as a means to a personal end, but rather as a permanent resource for scholarship.

Reading privileges are granted to registered researchers subject to the following rules:

1. Researchers are required to check coats, hats, brief cases, computer cases, envelopes, books, and all other personal property except note cards and pencils. Handbags and shoulder bags, not checked will be subject to inspection, along with work materials, upon leaving. A photo ID is required for registration.

2. The use of pens or indelible pencils is not permitted in the Archives.

3. All material must be handled with great care. Manuscripts and drawings may not be leaned on, written on, folded anew, traced, fastened with paper clips, or handled in any way likely to damage them. MANUSCRIPTS MUST NOT BE REMOVED FROM FOLDERS FOR ANY REASON. KEEP THE MANUSCRIPTS AND FOLDERS IN ORIGINAL ORDER.

4. Smoking and eating are not permitted in the Archives.

5. Permission to examine manuscript is not an authorization to publish them. Researchers who plan eventual publications of their work are urged to make inquiry concerning overall restriction on publications before beginning their research. A separate written request for the right to publish must be made on forms provided for that purpose.

6. In giving permission to publish a manuscript, the Alden B. Dow Archives does not surrender its own right thereafter to publish the manuscript or to grant permission to others to publish it; nor does the Archives assume any responsibility for infringement of copyright or of publication rights in the manuscript held by others.
7. The Archives will consider requests for photo duplication of manuscript material when such duplication can be done without injury to manuscripts. The Archives reserves the right to request the return of photocopies and to prohibit the making of duplicate photocopies from those furnished by the Archives.

**Photocopy Charges**

**Additional shipping and handling charges on all orders**

Black and White Photocopies: $0.25 per page

Color Photocopies: $0.50 per page

Photographs: Cost of print will vary according to size and process. A negative must be printed if one does not exist. The Archives retains all negative.

Scanning:
Black and White images: $2.50 per scan
Color Images: $5.00 per scan
CD-ROM: $5.00 charge

Oversized Photocopies: $0.45 per square foot
Enlargements or Reductions - $3.00 per document

**Handling Services**

$15.00 per hour-minimum one hour for Documents scanned offsite and any reproductions that need copyright information added.

Research Services
If a researcher needs extensive research done by the staff of the Alden B. Dow Archives, a research fee of $25.00 per hour will be charged. The minimum charge is one hour. If research charges will apply, an estimate will be given in advance.

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